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ABSTRACT

These two learning modules are designed to assist both new and experienced instructors and/or administrators in obtaining maximum value from the input of advisory committees. The first module consists of seven sections devoted to the formation and utilization of advisory committees. Topics covered in it are the role of the advisory committee, selecting committee members, appointing the committee (process), preparing for the meeting (mechanics), topics for discussion, suggestions for a successful meeting, and follow-up. The second module, which covers using community facilities, contains sections on locating new facilities and solving scheduling conflicts among facility operators and educators. Twenty appendixes (the bulk of the document) include such items as descriptions from "The Directory of Occupational Titles"; job descriptions for hospitals; allied health professional associations; California state employment projections for 1980-1985; an advisory committee agenda format; checklists for policies and procedures governing committees, appointing and organizing advisory committees, and working with advisory committees; an affiliation agreement; a location and facility use matrix; a facilities scheduling sheet; a committeee minutes outline format; and a glossary of terms, health care abbreviations, and trade acronyms. (MN)

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HEALTH CAREERS CURRICULUM MODULES

U S DEPARTMENT OF HEALTH
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OE 028 368

San Bernardino County Schools Office
Roy C Hill, Superintendent

ADVISORY COMMITTEE

PREPARED BY:

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Special credit must go to May Jean Howard, M.S., P.H.N., who is the Associate Director of Area Health Educational Center, UCLA and who was the principal consultant and advisor to this project.

Credit for the cover goes to Dennis Mobley, Communication Specialist, San Bernardino County Schools, and typing was done by Geraldine Haggerty, Vocational Education Secretary.

INTRODUCTION

This module has been prepared in response to a need expressed by health career educators in dealing effectively with subject matter advisory committees. Proper formation and utilization of advisory committees can assist greatly in establishing new instructional programs and in maintaining and evaluating existing offerings.

The time of the individual committee members is very valuable. The purpose of this module is to assist both the new and experienced instructor and/or administrator in obtaining maximum value from the input of the advisory committee.

It is intended to be a guide to essential activities and should be modified and expanded to meet individual needs.

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"Title VI of the Civil Rights Acts states: 'No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.' Therefore VEA programs must be operated in compliance with this law."

"The activity which is the subject of this report was supported in whole or in part by the U. S. Office of Education, Department of Health, Education and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U. S. Office of Education, and no official endorsement by the U. S. Office of Education should be inferred."

THE ADVISORY COMMITTEE

Educating young people and adults for occupational compentency requires the best cooperative efforts of the school and the employer community. To meet their responsibilities to their students, vocational educators must know what the community needs and wants. The *California State Plan for Vocational Education* recognizes the need for and mandates the use of advisory committees.

Since the purpose of vocational education is to prepare individuals for entry employment in selected occupations, or to upgrade persons already employed, it is essential that educators work closely with groups providing employment opportunities so they will know what jobs are available and how to prepare students adequately for these occupations. There must be a system for developing understanding and communication among health service employers, education, and the community to insure the proper design and maintenance of realistic and flexible programs that meet changing employment needs.

The advisory committee's function is advisory and not administrative. Its goal is to facilitate a constant exchange of information in order to keep the program current and attuned to the needs of the local community and the employers it intends to serve.

The title of the committee is important. Most persons want to serve and give timely advice to educators. They will be more willing if they feel that what they are doing is important. The committee should be recognized as a function of the superintendent, school board, or other high ranking official or governing body of the district or institution.

Examples:

Superintendents Advisory Committee on Health Careers

XYZ District Board of Education Advisory Council on Health Occupations.

SELECTING THE MEMBERS

Proper membership selection is critical to the credibility of information that is gathered from the group. It is the intent of this section to show ways in which a health educator can select a cross-section of persons to insure reliable and valid advice on establishing and/or maintaining a health education program.

First - Identify the occupations for which the program is perceived to be preparing students. These occupations will help to determine employers for membership on the committee. Sources for finding occupation titles can include the present course curriculum, *Dictionary of Occupational Titles* (Appendix A), *The Vocational Preparation and Occupations* book listing health programs by United States Office of Education cluster(s) (Appendix B), job descriptions from industry, and the *Job Descriptions for Hospitals* (Appendix C) book.

Second - To insure proper cross-section of employers, it is necessary to be sure that employers actually employing persons in selected occupations are represented on the committee. There are several ways to insure this broad representation.

a. One way is to be certain that there is a person representing employers from each of the industry clusters found in the *Industry-Occupational Matrix* (Appendix D) that hire health service workers. The industry cluster titles are found along the top of each column. The numbers in each column represent employment in 1980 and projected to 1985 for the occupational clusters on the left hand side of the page. Note that some industry clusters do not employ anyone in health occupations and that the most employment can be found in the services cluster.

SAMPLE FROM APPENDIX D

TABLE 3 - DETAILED OCCUPATIONAL EMPLOYMENT, CURRENT AND ANTICIPATED BY INDUSTRY DIVISION FOR CALIFORNIA

LINE NUMBER	OCCUPATIONAL CATEGORY	TOTAL ALL INDUSTRIES 1980	TOTAL ALL INDUSTRIES 1985	AGRICULTURE, FORESTRY FISHERIES 1980	AGRICULTURE, FORESTRY FISHERIES 1985	MINING 1980	MINING 1985	CONSTRUCTION 1980	CONSTRUCTION 1985	MANUFACTURING 1980	MANUFACTURING 1985
38	MEDICAL WORKERS, EXC TECH	277763	316777	3162	3334	20	29	22	28	1655	2100
39	CHIROPRACTORS	5333	6217	0	0	0	0	0	0	0	0
40	DENTISTS	18570	20093	0	0	0	0	0	0	35	51
41	DIETITIANS	5088	5416	7	0	0	0	0	0	25	36
42	OPTOMETRISTS	6549	7876	0	0	0	0	0	0	0	0
43	PHARMACISTS	13495	15451	0	0	0	0	0	0	109	145
44	PHYSICIANS, MD OSTEOPATHS	58579	68260	4	0	0	0	0	0	253	407
45	PODIATRISTS	2163	2517	0	0	0	0	0	0	0	0
46	REGISTERED NURSES	142920	161084	20	0	20	29	22	28	1218	1450
47	THERAPISTS	19944		0	0			0	0	0	0
	[illegible] AND HEALTH				3334			0	0		2

Occupational Clusters

Industry Clusters

b. The persons selected may be colleagues, acquaintances, and/or referrals from local persons in the health services field.

c. Another way of identifying a cross-section of employers is to use the categories found in the yellow pages (Appendix E). These pages will give an overview of employers by name and telephone number.

d. The local Employment Development Department is another resource for finding major employer groups in the local area.

e. Additional resources for employers are the medical and professional associations (Appendix F) and the County Department of Social Services. The County Medical and Dental Societies (each county has them) are good sources for professional personnel representing a cross-section of medical and/or dental specialities. When talking with associations, societies, etc., it is helpful to ask if they would designate someone to represent them. A person referred in this manner can speak officially for the organization.

Third - Educator members must include both the teacher(s) of the program and responsible administrator or supervisor, as appropriate. Sometimes for multi-programs articulation and coordination educators from the community college, adult education, employer in-house programs, CETA, and private schools may be considered for membership.

Be sure that the educators do not overbalance the employer representatives.

Fourth - On-going programs often receive valuable advice from alumni of the programs. Recent graduates can be identified by follow-up study returns and/or employers on the committee for possible involvement. It will be necessary to work with the graduate's employer to secure released time to attend the meeting. Usually an official appointment letter, with a follow-up telephone call will take care of this matter.

APPOINTING THE COMMITTEE

When making the appointments to an advisory committee there are several things to consider.

First - Research the district board policies or check with your superintendent regarding the policy for appointing advisory committees. Some districts require board approval of all advisory committee members.

Second - When making the initial contact with a potential member, get a verbal commitment to serve. Other points to remember are: to get the correct name, title, telephone number, and be sure to mention the number of meetings, approximate time involved, and responsibilities to be assumed. In this way the formal appointment will not come as a surprise to the candidate.

Third - Make the appointment official with a letter on appropriate letterhead (Appendix G). Be sure to ask for a confirmation from the member. Send a self-addressed stamped envelope to help ensure return.

Fourth - Reappointments may be handled by repeating the third step. It may be appropriate to establish some type of a membership rotation procedure. You may want to be sure that the procedure permits any replacements to continue to represent major employer groups.

PREPARING FOR THE MEETING

The members of an advisory committee should be made to feel that their efforts are worth their time. The following steps will help make the member feel that the committee will be worthwhile:

First - Once the persons have been identified (see section on who should be involved) for the committee, a personal contact should be made (in person or by phone) to get a verbal commitment (check on best times to meet and discuss location, etc.) Make arrangements for a meeting place. Sometimes a hospital or clinic is more convenient than a school site for employers.

Second - A letter of appointment should be sent (Appendix G). It should be noted that some districts require school board action for these kinds of appointments. Check this point with a district administrator.

Ask for written confirmation of acceptance from the appointee. The sample letter asks that the member simply sign the letter and return it. A copy is also sent for the member's file. At this point the new member feels committed and knows that the committee is important and when and where the first meeting will be held.

Third - One week prior to the meeting send out an agenda (Appendix H) that describes what is to be discussed at the meeting. The agenda will also serve as a reminder of the meeting.

Fourth - Two days prior to the meeting make a personal contact with the member (by phone or in person) as a reminder. This person is now thinking that the instructor is organized and is sure this meeting is important.

Fifth - Prepare a folder of materials for each member. This folder should contain at least the following:

a. Agenda
b. Written description of existing or proposed program if available (might use USOE description) (Appendix B)
c. Set of selected job descriptions that the instructor has identified as tentatively describing the program objectives, *Dictionary of Occupational Titles - 4th Edition*, *Job Descriptions for Hospitals*, and other selected descriptions. (Appendices A and C)
d. Copy of any curriculum outlines that are available
e. Any additional labor market information and/or job descriptions that may be available and useful to the discussion.

Preparing for the Meeting (continued)

Sixth - Reserve a tape recorder in case proceedings are to be recorded.

Seventh - So that all the details might be covered properly, there is a check list for planning and evaluating advisory committees in Appendices I, J and K.

TOPICS FOR DISCUSSION

When meeting with an advisory committee, what does the committee talk about? Following are some suggestions that often stimulate discussion and help make the advisory committee aware of the program for which they are providing advice. The minutes may be recorded on the advisory committee form (Appendix L).

Using folder materials prepared in the fifth step of "Preparing for the Meeting":

First - Give an overview or introduction to the program using folder materials, so that all those attending will have a common reference point from which to start discussion. Explain the function of the committee. Let the members know how many meetings there will be. Tell them what will be done with their advice and how it will be used to benefit the program. Explain that the committee will help in verifying curriculum content and labor market needs.

Second - Discuss the selection of a chairperson and decide how best to take meeting minutes.

Third - In order to carry out the verification process, ask the committee to use the materials that are furnished in the members' folders:

a. Using the job descriptions as a base, ask the members to verify the match between the given job titles and description with the titles and descriptions of jobs that are used by the employers on the committee. Record the agreed upon titles and descriptions for further discussion.

b. Next, ask the committee to discuss the employment opportunities for program graduates in the jobs identified in a. Additional employment information and labor market projections for the local area or for the state may be shared as available (Appendix D) from the Employment Development Department, Health Systems Agency, etc.

c. In order to help develop new, or verify existing, curriculum content the members should now be asked to reread the selected job description materials very carefully and to underline

key words and phrases that describe the duties for each job (see example).

Add additional duties or tasks not involved in the description at the bottom of that description. Allow time to complete this step and to discuss items among the members.

V 355.674-014 NURSE AIDE (medical ser.) hospital attendant; nursing assistant.

Assists in care of hospital patients, under direction of nursing and medical staff. Answers signal lights and bells to determine patients' needs. Bathes, dresses, and undresses patients. Serves and collects food trays and feeds patients requiring help. Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk. Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights. Dusts and cleans patients' rooms. Changes bed linens, runs errands, directs visitors, and answers telephone. Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed. May apply compresses and hot water bottles. May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies and be designated as NURSE AIDE, CENTRAL SUPPLY (medical ser.). May prepare patients for delivery and clean delivery rooms, and be designated as NURSE AIDE, DELIVERY (medical ser.). May bathe, weigh, dress, and feed newborn babies and be designated as NURSE AIDE, NURSERY (medical ser.). May clean, sterilize, and assemble into packs, supplies and instruments used in surgery, and maintain cleanliness and order of operating rooms and be designated as NURSE AIDE, SURGERY (medical ser.).

Fourth - Use the information from Item c. and with the aid of the committee discussion, develop a new curriculum (if it is a new program) or review the present curriculum for competencies to be included in the curriculum. It is essential to find out if the competencies and skills in a new or existing curriculum meet employer needs. The information should be carefully recorded. A tape recorder is often useful in this exercise. A sample competency list developed from the job description sample is shown below:

- Assist in care of patients
- Answer signal lights
- Bathe, dress and undress patients
- Serve and collect food trays
- Feed patients
- Transport patients
- Assist patients to walk
- Drape patients for examinations
- Hold instruments
- Adjust lights
- Dust and clean patients' rooms
- Change bed linens
- Run errands
- Direct visitors
- Answer telephone
- Take and record temperature, pulse and respiration rates, and food and liquid intake and output
- Apply compresses and hot water bottles
- Clean, sterilize, store, prepare and issue packs and treatment trays
- Prepare patients for delivery and clean delivery room
- Bathe, weigh, dress, and feed newborn babies
- Clean and sterilize surgical instruments and assemble into packs

Topics for Discussion (continued)

Fifth - Using the curriculum information and job descriptions as guides, ask the committee to suggest any program prerequisites and screening procedures for new students. Some considerations might be:

a. Physicial and health requirements
b. Aptitudes and/or special abilities
c. Special facility requirements

(Review current legal restrictions and implications that may apply to these requirements)

Sixth - Ask the members to describe their specific requirements for employment and to match these needs with the prerequisites and screening requirements for the program. Remember that the program will do a student a disfavor by preparing the individual for a job where the employability requirements cannot be met.

Additional things on which a committee can work:

Seventh - Ask the committee to help coordinate the use of their facilities for clinical experience. Some questions to ask might be:

a. Are there any health education programs using the facility?
b. If so, what times are students from each of these programs in the facility?
c. What departments are used by other programs?
d. What departments are available for student use?
e. What are the names of the facility use contact person(s) in each department? Each shift? For more detailed information, see the module on facility use.

Eighth - The committee should also be asked for their comments and/or other concerns about the program. Ask committee members if they would be willing to hire a graduate of this program they are helping to (design) (evaluate) (modify) (etc.)? Assist the committee chairperson to focus the discussion on concerns and solutions. Always look for a positive ending to the discussion.

SUGGESTIONS FOR A SUCCESSFUL MEETING

In holding the meeting here are a few pointers:

1. Make the physical arrangements for the meeting, such as, room, table and chair arrangements, chalkboards, flipcharts, and audio visual equipment.

2. Make arrangements for committee members to receive messages. This point is important when working with persons from health services.

3. Be sure to have some type of refreshments.

4. Greet and call each member by name as they enter the meeting room, make that person feel welcome. (Name tags, include representation - large type) Use nameplates for seating plan (mixer).

5. Have the committee select a chairperson from the business representatives, not from the schools.

6. Have extra agendas in folders for those who forgot to bring their copy.

7. Have enough materials for all members and a couple of extras for those who want to give information to absentees.

8. The school person should be a resource to the committee chairperson and assist the chair through the agenda and the meeting.

9. Should the instructor(s) not be organizing the meeting, then the school person in charge should be sure to have teacher(s) present. Important!

10. The meeting should last no longer than the scheduled time (help the chairperson to keep track of time).

11. When the meeting is over, be sure to thank everyone for their attendance and schedule the next meeting. Also give the committee an idea when the minutes will be distributed.

FOLLOW-UP

The following should be done when the meeting is over:

1. Be sure the meeting facility is left in a neat and orderly fashion. The committee may want to meet there again.

2. Produce and send out the minutes (Appendix L) when they are promised (these details will develop credibility).

3. Send a thank you with the first set of minutes and an updated membership list (name, business, and phone number) to those who attended and a "we missed you note" to those who failed to show. Again, developing credibility and showing that the committee member's help is wanted and is important to the program.

4. During the course of the year it is important to keep committee members informed as to how their suggestions were implemented. This can be done with a telephone call, with a personal visit, newsletter, or by asking the committee members to visit your program.

HEALTH CAREERS

CURRICULUM MODULE

USING COMMUNITY FACILITIES

SAN BERNARDINO COUNTY SCHOOLS OFFICE

Roy C Hill, Superintendent

1980

USING COMMUNITY FACILITIES

PREPARED BY:

LARRY M. MUNZ

AND

ARTHUR W. SMITH, JR.

INTRODUCTION

The opportunity to use community facilities to provide on site laboratory experiences for students enrolled in health career programs is absolutely essential. This module is designed to assist the health careers instructor and/or administrator to accomplish two things.

First, to secure one or more agreements with local establishments for the use of their facilities.

Second, to resolve potential or actual conflicts among two or more educational programs and two or more community facilities being used by the educators in terms of time schedules, numbers of students, and other variables.

The format is designed with flexibility in mind and adaptability to local needs is encouraged.

ACKNOWLEDGEMENTS

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LOCATING NEW FACILITIES

Health occupations curricula require that students spend specific amounts of time in clinical experiences. In order to meet this requirement, it is necessary to locate operators of medical facilities that will cooperate with education for these experiences.

Following are steps that can be used in locating and using new facilities for a health occupations program:

FIRST:

Identify the kinds of clinical experiences and blocks of time in hours that are necessary to complete the course of study and meet certification requirements as specified in the program curriculum.

SECOND:

Identify from the Standard Industrial Classification list (Appendix N) of facilities and their descriptions, the types of locations that might provide the required clinical experiences.

SAMPLE FROM APPENDIX N

322 STANDARD INDUSTRIAL CLASSIFICATION

Group No. | Industry No.

805 NURSING AND PERSONAL CARE FACILITIES

This group includes establishments primarily engaged in providing nursing and health-related personal care, with inpatient beds. Establishments providing diagnostic, surgical and extensive medical services are classified in Group 806.

* **8051 Skilled Nursing Care Facilities**

Establishments primarily engaged in providing care and treatment for patients who require continuous health care, but not hospital services. These establishments have an organized medical staff, including physician and continuous nursing services. Included are extended care facilities as well as other types of continuous nursing care facilities.

Extended care facilities — Nursing homes, skilled

8059 Nursing and Personal Care Facilities, Not Elsewhere Classified

Establishments primarily engaged in providing some nursing and health-related personal care, but not continuous nursing services. These establishments have at least one shift with a licensed or registered nurse to provide routine health care and observation. Included are rest homes, convalescent homes and other institutions where health care is a major element. Establishments primarily engaged in providing day-to-day personal care but not health care by registered or licensed nurses are classified in Industry 8361.

Convalescent homes with health care
Domiciliary care with health care
Homes for retarded with health care
Personal care facilities with health care
Personal care homes with health care

THIRD:

Using the Standard Industrial Classification listing and the yellow page categories (Appendices E., N.) locate names, addresses and phone numbers of possible facilities. (Worksheet provided in Appendix O for this activity)

SAMPLE FROM APPENDIX E

YELLOW PAGES CATEGORIES

Hospitals

* Nursing Homes

Rest Homes

Sanitariums

Home Health Services

Hospital Equipment

SAMPLE FROM APPENDIX O

STANDARD INDUSTRIAL CLASSIFICATION

WORKSHEET

SIC Group 8051 Skilled Nursing Care Facilities

Yellow Page Reference Nursing Homes

Name	Helpful Care	Name	Vista Del Mar
Address	1833 Wright Way S.B. 92415	Address	31 N. Estor S.B. 92481
Telephone	888-0000	Telephone	878-0000
Comment		Comment	

FOURTH:

Obtain the names of the following (by phone or in person) people depending on the kind of facility and make an appointment for a personal interview:

Acute Care Hospital	-	Hospital Administrator
Convalescent Home	-	Hospital Administrator
Clinic	-	Administrator
Office	-	Doctor
Associations	-	President or Executive Director

FIFTH:

Keep your appointment! Take curricula, brochures and other materials that can be used to describe and sell your program. If possible, send this information to your contact ahead of time.

SIXTH:

Ask the following questions if, after introducing yourself and describing the program and your need for clinical facilities, the facility person is interested in participating in the program:

a. Which departments are available for student use?
b. What hours?
c. Who, by name, is responsible for the department? Will they work with students? Is this the person I should work with in scheduling time?
d. Are there other educational programs using the facility? Who? When?
e. What are the restrictions on instructors becoming familiar with the facility? (Don't become discouraged if restrictions exist.)

SEVENTH:

Using the "Facility Scheduling Sheet" (Appendix P), write in the information in conference with the facility contact person. Leave a copy with the facility contact.

Keep notes on observations, sensitive areas, personalities, and commitments.

HEALTH FACILITIES SCHEDULING SHEET

Name of school Best H.S. Address 3301 W. 9th SB

Name of person responsible for program A.N. Other Telephone 812-000

USOE No.	Program Title	Clinical Facility	Enrollments		Dates, Days, and Time Blocks for each section
			Total	Per/Section	
0703	Nursing	Helpful Care	25	12	Sec A 9-15 to 6-15, M,W,Th 7A. to 10A. Sec B 9-15 to 6-15 T, F, SA 7A. To 10A.

EIGHTH:

Prepare an affiliation agreement (Appendix Q) and obtain the proper signatures. Be sure all parties have signed copies. The "Affiliation Agreement" and the "Facility Scheduling Sheet" will do a lot to facilitate a clear understanding of everyone's part and head off problems in the future. Be sure to process all of the paper through the person who made the commitment for use of the facility even though others may be involved.

NINTH:

Use the facility, even though the operator may not at first let the students use all areas for training. Once the program is established and the students prove themselves, other areas will often open up for future training.

SOLVING SCHEDULING CONFLICTS

USING A HEALTH OCCUPATIONS GROUP (HOG)

One of the major headaches shared by many health occupation instructors is finding sufficient clinical time for students to meet certification requirements. As a result many instructors and school administrators guard the health facilities that they use with the utmost fervor. This turfsmanship may lead to conflicts among educators and draw the facility operator into a very undesirable position even to the extent of not participating with any program. Sometimes the facility operators are forced to make a decision in favor of one school and this leads, in many cases, to a situation where students are penalized by not having the use of a clinical facility to meet the requirements for certification.

It has been found that in many cases by working together the perceived conflicts can be solved with a little effort on the part of educators and cooperation from facility operators. This group of people may be referred to a Health Occupation Group (HOG).

Following are the steps for resolving scheduling conflicts using the Health Occupation Group approach:

FIRST:

Develop a list of all providers (community college, adult education, ROC/P and secondary level, public and private) that provide health education programs in the geographic area to be studied.

SECOND:

Using the sample letter of invitation as a guide (Appendix R), call a meeting of these educators listed in Step 1 to:

a. Review and update list of health education providers.
b. Identify who is using what facility, when the facility is being used (hours and dates), what departments each is using, and what level of training is being offered using the "Facility Scheduling Sheet" (Appendix P). See next page.

Solving Scheduling Conflicts (continued)

SAMPLE FROM APPENDIX P

HEALTH FACILITIES SCHEDULING SHEET

Name of school Best H.S. Address 3301 W. 9th SB

Name of person responsible for program A.N. Other Telephone 812-000

USOE No.	Program Title	Clinical Facility	Enrollments		Dates, Days, and Time Blocks for each section
			Total	Per/Section	
0203	Nursing	Helpful Care	25	12	Sec A 9-15 to 6-15, M,W,Th 7A. to 10 A. Sec B 9-15 to 6-15 T, F, SA 7A. To 10 A.

THIRD:

At the meeting using the information gathered in Step 2, fill in the "Location and Facility Use" matrix (Appendix S). See next page.

SAMPLE FROM APPENDIX S

LOCATION AND FACILITY USE MATRIX

School codes:

Best H.S. A
Moore H.S. B
Wright CC, C
East ROP D
_____ E

Clinical Facility	USOE Program Title: Nurse Asst.	Psyc. Tech	Surgical Tech	Inhal. Therapy						
Helpful Care	A D B	C		C						
Vista Del Mar	A D B	C		C						
Main Community		C	D	C						
North St. Marks			D	C						
West Hills	A D B	C		C						
Central Conval.	A D B			C						

FOURTH:

Using the "Location and Facility Use" matrix as a basis for discussion, call a second meeting for the educators, plus the contact person from each of the facilities that are being used. It is especially important to have those facility operators present where there appears to be conflicts.

Solving Scheduling Conflicts (continued)

FIFTH:

Where there appears to be scheduling conflicts, ask the following questions to seek solutions.

a. Are both programs offering instruction at the same level for the same occupation?
b. Is the facility size a limiting factor?
c. Can other areas of the facility be used to solve the conflict?
d. Can the programs be rotated through different areas of facilities?
e. Are student, instructor, and/or facility time schedule adjustments possible and/or appropriate? Examples include: visiting hours, weekends, make-ups, etc.

SIXTH:

When all conflicts are worked out, a revised or updated "Location and Facility Use" matrix should be agreed upon and copies distributed to all parties.

SEVENTH:

As a device to develop further credibility and solve future problems, a "Location and Facility Use" matrix for each individual facility can be prepared.

EIGHTH:

The group should be convened annually to update the matrix and more often if needed. New establishments and/or educational participants should also be invited to attend the meetings.

APPENDIX FOR HEALTH CAREER

CURRICULUM MODULES

APPENDICES

A.....Descriptions from the *Dictionary of Occupational Titles, 4th Edition*

B.....*Vocational Preparation and Occupations* - United States Office of Education Codes and Descriptions

C.....Job Descriptions for Hospitals

D.....*Projections of Employment 1980-85*, State of California

E.....Yellow Pages Categories - Health Services

F.....Professional Associations, Allied Health

G.....Letter of Appointment to Advisory Committee

H.....Advisory Committee Agenda Format

I.....Checklist - Policies & Procedures Governing Committees

J.....Checklist - Appointing and Organizing Advisory Committees

K.....Checklist - Working with Advisory Committees

L.....Advisory Committee Minutes Outline Format

M.....Thank You Letter Format

N.....*Standard Industrial Classification (SIC)* - Health Services

O.....SIC/Yellow Pages Worksheet

P.....Facilities Scheduling Sheet

Q.....Agreement for Affiliation

R.....Letter of Invitation for Health Occupations Group

S.....Location and Facility Use Matrix

T.....Glossary of Terms, Health Care Abbreviations, and Trade Acronyms

Descriptions from

the

Dictionary of Occupational

Titles (DOT)

4th Edition

078.281-010 CYTOTECHNOLOGIST (medical ser.)

Stains, mounts, and studies cells of human body to determine pathological condition. Examines specimen, and diagnoses nature and extent of disease or cellular damage. Executes variety of laboratory tests and analyses to confirm findings. Reports information to PATHOLOGIST (medical ser.).

078.361-010 DENTAL HYGIENIST (medical ser.) oral hygienist.

Performs dental prophylaxis. Removes calcareous deposits, accretions, and stains from teeth by scaling accumulation of tartar from teeth and beneath margins of gums, using rotating brush, rubber cup, and cleaning compound. Applies medicaments to aid in arresting dental decay. Charts conditions of decay and disease for diagnosis and treatment by DENTIST (medical ser.). May expose and develop X-ray film. May make impressions for study casts. May remove sutures and dressings. May administer local anesthetic agents. May place and remove rubber dams, matrices, and temporary restorations. May place, carve, and finish amalgam restorations. May remove excess cement from coronal surfaces of teeth. May specialize in providing clinical services and health education in program designed to improve and maintain oral health of school children, in compliance with school policies and under direction of DENTIST (medical ser.) and school administrator, and be designated DENTAL HYGIENIST, PUBLIC SCHOOL (medical ser.). May specialize in lecturing community organizations and other interested groups on oral hygiene, using motion pictures, charts, and other visual aids, to augment service of PUBLIC HEALTH DENTIST (medical ser.) and be designated DENTAL HYGIENIST, COMMUNITY HEALTH (medical ser.).

078.361-014 MEDICAL TECHNOLOGIST (medical ser.)

Performs chemical, microscopic, serologic, hematologic, immunohematologic, parasitic, and bacteriologic tests to provide data for use in treatment and diagnosis of disease. Receives specimens for laboratory, or obtains such body materials as urine, blood, pus, and tissue directly from patient, and makes quantitative and qualitative chemical analyses. Cultivates, isolates, and identifies pathogenic bacteria, parasites, and other micro-organisms. Cuts, stains, and mounts tissue sections for study by PATHOLOGIST (medical ser.). Performs blood tests for transfusions, studies morphology of blood. Groups or types blood and cross-matches that of donor and recipient to ascertain compatibility. Engages in medical research to further control and cure disease. May calibrate and use equipment designed to measure glandular and other bodily activity [NUCLEAR MEDICAL TECHNOLOGIST (medical ser.)]. May take electrocardiograms. May train and supervise MEDICAL-LABORATORY TECHNICIAN (medical ser.) and student MEDICAL TECHNOLOGISTS (medical ser.). May be designated according to field of specialization as BLOOD-BANK TECHNOLOGIST (medical ser.); HEMATOLOGY TECHNOLOGIST (medical ser.); SEROLOGY TECHNOLOGIST (medical ser.).

078.361-018 NUCLEAR MEDICAL TECHNOLOGIST (medical ser.) radioisotope technologist.

Prepares, administers, and measures radioactive isotopes in therapeutic, diagnostic, and tracer studies, utilizing variety of radioisotope equipment. Prepares stock solutions of radioactive materials, and calculates doses to be administered by RADIOLOGIST (medical ser.). Measures glandular activity, traces radioactive doses, and calculates amount of radiation, using equipment, such as Geiger counters, electroscopes, scalers, scintillation and positron scanners, and scintigrams. Calibrates equipment. Subjects patients to radiation as prescribed by RADIOLOGIST (medical ser.), using such equipment as radium emanation tubes and needles, X-ray machines, and similar instruments. Executes blood volume, red cell survival, and fat absorption studies, following standard laboratory techniques.

079.361-010 RESPIRATORY THERAPIST (medical ser.) inhalation therapist.

Administers respiratory therapy care and life support to patients with deficiencies and abnormalities of cardiopulmonary system, under supervision of PHYSICIAN (medical ser.) and by prescription. Sets up and operates devices, such as respirators, mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, and aerosol generators. Observes equipment gages to insure specified volumes are maintained. Performs bronchopulmonary drainage and assists patient in performing breathing exercises. Monitors patient's physiological responses to therapy, as well as equipment function. Consults with PHYSICIAN (medical ser.) in event of adverse reactions. Maintains patient's chart that contains pertinent identification and therapy information. Inspects and tests respiratory therapy equipment to insure proper operating condition. Orders major repairs when needed. May demonstrate respirator care procedures to trainees and other health care personnel.

079.367-010 MEDICAL ASSISTANT (medical ser.)

Performs following duties under direction of PHYSICIAN (medical ser.) in examination and treatment of patients: Prepares treatment rooms for examination of patient. Drapes patients with covering and positions instruments and equipment. Hands instruments and materials to doctor as directed. Sterilizes and cleans instruments. Prepares inventory of supplies to determine items to be replenished. Interviews patients and checks pulse, temperature, blood pressure, weight, and height. May operate equipment, give injections or treatments, and assist in laboratory. May schedule appointments, receive money for bills, keep X-ray and other medical records, perform secretarial tasks, complete insurance forms, and maintain financial records.

079.371-010 DENTAL ASSISTANT (medical ser.)

Assists DENTIST (medical ser.) engaged in diagnostic, operative, surgical, periodontal, preventive, orthodontic, removable and fixed prosthodontic, endodontic, and pedodontic procedures during examination and treatment of patients. Provides diagnostic aids including exposing radiographs, taking and recording medical and dental histories, recording vital signs, making preliminary impressions for study casts, and making occlusal registrations for mounting study casts. Performs clinical supportive functions including preparing and dismissing patients, sterilizing and disinfecting instruments and equipment, providing postoperative instructions prescribed by DENTIST (medical ser.), and preparing tray setups for dental procedures. Assists DENTIST (medical ser.) in management of medical and dental emergencies. Assists in maintaining patient treatment records and maintaining operatory equipment and instruments. Performs such laboratory procedures as pouring, trimming, and polishing study casts; fabricating custom impression trays from preliminary impressions; cleaning and polishing removable appliances; and fabricating temporary restorations. Provides oral hygiene instruction, such as conducting plaque control program. Performs basic business office procedures, including maintaining appointment control, receiving payment for dental services, and maintaining supply order.

079.371-014 ORTHOPTIST (medical ser.)

Aids persons with correctable focusing defects to develop and use binocular vision (focusing of both eyes). Measures visual acuity, focusing ability, and eye-motor movement of eyes, separately and jointly. Aids patient to move, focus, and coordinate both eyes to aid in visual development. Develops visual skills, near-visual discrimination, and depth perception, using developmental glasses and prisms. Instructs

079.374-014 NURSE, LICENSED PRACTICAL (medical ser.)

Cares for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. Takes and records temperature, blood pressure, and pulse and respiration rate. Dresses wounds, gives enemas, douches, alcohol rubs, and massages. Applies compresses, ice bags, and hot water bottles. Observes patients and reports adverse reactions to medical personnel in charge. Administers specified medication, and notes time and amount on patients' charts. Assembles and uses such equipment as catheters, tracheotomy tubes, and oxygen suppliers. Performs routine laboratory work, such as urinalysis. Sterilizes equipment and supplies, using germicides, sterilizer, or autoclave. Prepares food trays and feeds patients. Records food and fluid intake and output. Bathes, dresses, and assists patients in walking and turning. Cleans rooms, makes beds, and answers patients' calls. Washes and dresses bodies of deceased persons. Must pass state board examination and be licensed. May assist in delivery, care, and feeding of infants.

079.374-022 SURGICAL TECHNICIAN (medical ser.) operating room technician; surgical orderly.

Performs any combination of following tasks before, during, and after operation: Washes, shaves, and sterilizes operative area of patient. Scrubs hands and dons cap, mask, gown, and rubber gloves. Places equipment and supplies in operating room according to SURGEON'S (medical ser.) directions, and arranges instruments as specified by NURSE, GENERAL DUTY (medical ser.). Aids team to don gowns and gloves. Maintains specified supply of such fluids as plasma, saline, blood, and glucose for use during operation. Adjusts lights and other equipment as directed. Washes and sterilizes used equipment, using germicides, autoclave, and sterilizer. Cleans operating room. Counts sponges, needles, and instruments used during operation. May assist in administering blood, plasma, or other injections and transfusions. May hand SURGEON (medical ser.) instruments and supplies, hold retractors, and cut sutures, as directed during operation.

199.167-010 RADIATION MONITOR (profess. & kin.) health-physics technician; personnel monitor; radiation protection man.

Monitors personnel, plant facilities, and work environment to detect radio-active contamination, using radiation detectors and other instruments: Measures intensity and identifies type of radiation in working areas, using devices, such as beta-gamma survey meter, gamma-background monitor, and alpha-beta-gamma counter. Collects air samples to determine airborne concentration of radioactivity, and collects and analyzes monitoring equipment worn by personnel, such as film badges and pocket detection chambers, to measure individual exposure to radiation. Takes smear test of suspected contaminated area by wiping floor with filter paper and placing paper in scaler to obtain contamination count. Informs supervisors when individual exposures and area radiation levels approach maximum permissible limits. Recommends work stoppage in unsafe areas, posts warning signs, and ropes off contaminated areas. Calculates amount of time personnel may be exposed safely to radiation in area, taking into account contamination count and HEALTH PHYSICIST'S (profess. & kin.) determinations concerning exposure limits of personnel. Instructs personnel in radiation safety procedures and demonstrates use of protective clothing and equipment. Monitors time and intensity of exposure of personnel working in radiation-waste disposal areas. Inspects shipments for contamination, using counter, and tags shipments in which radiation count exceeds specifications. May make periodic urinalyses of personnel and notify supervisors when overexposure to radiation is indicated. Logs data, such as status of areas being decontaminated, rate of radiation exposure to personnel, and location and intensity of radioactivity in contaminated areas. Tests detection instruments against standards to insure their accuracy. May recommend decontamination procedures.

075.371-010 NURSE ANESTHETIST (medical ser.)

Administers intravenous, spinal, and other anesthetics to render persons insensible to pain during surgical operations, deliveries, or other medical and dental procedures: Positions patient and administers prescribed anesthetic in accordance with standardized procedures, regulating flow of gases or injecting fluids intravenously or rectally. Observes patient's reaction during anesthesia, periodically counting pulse and respiration, taking blood pressure, and noting skin color and dilatation of pupils. Administers oxygen or initiates other emergency measures to prevent surgical shock, asphyxiation, or other adverse conditions. Informs PHYSICIAN (medical ser.) of patient's condition during anesthesia. Records patient's preoperative, operative, and postoperative condition, anesthetic and medications administered, and related data. May give patient postoperative care as directed.

075.374-010 NURSE, GENERAL DUTY (medical ser.) nurse, staff.

Renders general nursing care to patients in hospital, infirmary, sanitarium, or similar institution: Administers prescribed medications and treatments in accordance with approved nursing techniques. Prepares equipment and aids PHYSICIAN (medical ser.) during treatments and examinations of patients. Observes patient, records significant conditions and reactions, and notifies supervisor or PHYSICIAN (medical ser.) of patient's condition and reaction to drugs, treatments, and significant incidents. Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and determine progress of patient. May rotate among various clinical services of institution, such as obstetrics, surgery, orthopedics, outpatient and admitting, pediatrics, psychiatry, and tuberculosis. May prepare rooms, sterile instruments, equipment, and supplies, and handing, in order of use, to assist SURGEON (medical ser.) I or OBSTETRICIAN (medical ser.) in operations and deliveries. May make beds, bathe and fee tients, and assist in their rehabilitation. May serve as leader for of personnel rendering nursing care to number of patients.

075.374-018 NURSE, PRIVATE DUTY (medical ser.) nurse, spec

Contracts independently to render nursing care, usually to on tient, in hospital or private home: Administers medications, treatn dressings, and other nursing services, according to PHYSICI (medical ser.) instructions and condition of patient. Observes, ates, and records symptoms. Applies independent emergency me to counteract adverse developments and notifies PHYSICIAN (m ser.) of patient's condition. Directs patient in good health habits. information to family in treatment of patient and maintenan healthful environment. Maintains equipment and supplies. Coop

078.361-030 TISSUE TECHNOLOGIST (medical ser.) medical technologist, histology; histopathology technologist.

Cuts, stains, mounts, and prepares tissues for examination by PATHOLOGIST (medical ser.). Prepares specimen for immediate analysis by freezing. Decalcifies bone specimens. Prepares and maintains paraffin, reagents, and other solutions and stains, according to standard formulas. May assist PATHOLOGIST (medical ser.) in autopsy.

078.362-018 ELECTROCARDIOGRAPH TECHNICIAN (medical ser.) e.k.g. technician.

Records electromotive variations in action of heart muscle, using electrocardiograph machine, to provide data for diagnosis of heart ailments. Attaches electrodes to specified areas of patient's body. Turns selector switch, and moves chest electrode to successive positions across chest to record electromotive variations occurring in various areas of heart muscle. Presses button to mark tracing paper to indicate positions of chest electrodes. Replenishes supply of paper and ink in machine and reports malfunctions. Edits and mounts final results and forwards results to CARDIOLOGIST (medical ser.) for analysis and interpretation.

078.362-022 ELECTROENCEPHALOGRAPHIC TECHNOLOGIST (medical ser.) e.e.g. technician.

Measures impulse frequencies and differences in electrical potential from brain for use in diagnosis of brain disorders, using electroencephalograph. Fastens electrode to patient's head, using adhesive tape, adhesive paste, or pins inserted into skull epidermis according to specified pattern. Attaches electrode terminals to switchbox and turns selector switches to obtain combinations for complete set of graphic readings. Observes patient's behavior and makes notes on graph. Makes minor adjustments and repairs to equipment, such as replacing condensers and refilling tracing pins. Monitors other variables, such as electromyograms, electrocardiograms, electrooculograms, and respiration as directed.

078.362-026 RADIOLOGIC TECHNOLOGIST (medical ser.) x-ray technologist.

Applies roentgen rays and radioactive substances to patients for diagnostic and therapeutic purposes: Positions patient under X-ray machine, adjusts immobilization devices, and affixes lead plates to protect unaffected areas. Administers drugs or chemical mixtures orally or as enemas to render organs opaque. Adjusts switches regulating length and intensity of exposure. Assists in treating diseased or affected areas of body, under supervision of PHYSICIAN (medical ser.), by exposing area to specified concentrations of X-rays for prescribed periods of time. Prepares reports and maintains records of services rendered. Makes minor adjustments to equipment. May assist in therapy requiring application of radium or radioactive isotopes. May specialize in taking X-rays of specific areas of body.

078.381-014 MEDICAL-LABORATORY TECHNICIAN (medical ser.) medical technician.

Performs routine tests in medical laboratory for use in treatment and diagnosis of disease: Prepares tissue samples for PATHOLOGIST (medical ser.). Takes blood samples. Executes such laboratory tests as urinalysis and blood counts. Makes quantitative and qualitative chemical and biological analyses of body specimens, under supervison of MEDICAL TECHNOLOGIST (medical ser.) or laboratory director. May be designated according to field of specialization as BLOOD-BANK TECHNICIAN (medical ser.); CYTOTECHNICIAN (medical ser.); HEMATOLOGY TECHNICIAN (medical ser.); SEROLOGY TECHNICIAN (medical ser.); TISSUE TECHNICIAN (medical ser.)

078.687-010 LABORATORY ASSISTANT, BLOOD AND PLASMA (drug. prep. & rel. prod.; medical ser.)

Performs routine laboratory tasks related to processing whole blood and blood components. Centrifuges whole blood to produce various components including packed red cells, platelet concentrate, washed red cells, and plasma. Examines blood stock at designated intervals to confirm that all units are in satisfactory condition. Observes thermostats on storage units to confirm that temperature remains constant at designated temperature. Inspects blood units returned from hospitals to determine whether plasma can be salvaged and if so refers to plasma salvage unit. Confirms that sedimentation has occurred, that color is normal, and that containers are in satisfactory condition. Cleans and maintains laboratory equipment, supplies, and laboratory. Performs related clerical duties including updating statistical records, labeling tubes, and scheduling processing runs.

078.261-010 CHEMISTRY TECHNOLOGIST (medical ser.) medical technologist, chemistry; technologist, biochemistry.

Performs qualitative and quantitative chemical analyses of body fluids and exudates, following manual instructions, to provide information used in diagnosing and treating diseases. Tests body specimens, such as urine, blood, spinal fluid, and gastric juices, for presence and quantity of metabolic substances and byproducts, such as sugar, albumin, and acetone bodies, and for various chemicals, drugs, and poisons. Prepares solutions used in chemical analysis. Calibrates and maintains spectrophotometers, colorimeters, flame photometers, and other equipment used in quantitative and qualitative analysis.

078.261-014 MICROBIOLOGY TECHNOLOGIST (drug. prep. & rel. prod.; medical ser.) medical technologist, bacteriology.

Cultivates, isolates, and assists in identifying bacteria and other micro-organisms, and performs various bacteriological, mycological, virological, and parasitological tests. Receives human or animal body materials from autopsy or diagnostic cases, or collects specimens directly from patients, under supervision of laboratory director. Examines materials for evidence of disease or parasites. Makes parasitological tests of specimens concentrated or inoculated on culture media.

078.261-018 ORTHOTIST (per. protect. & med. dev.)

Provides care to patients with disabling conditions of limbs and spine by fitting and preparing devices known as orthoses, under direction of and in consultation with PHYSICIAN (medical ser.). Assists in formulation of specifications for orthoses. Examines and evaluates patient's orthotic needs in relation to disease entity and functional loss. Formulates design of orthosis. Selects materials, making cast measurements, model modifications, and layouts. Performs fitting, including static and dynamic alinements. Evaluates orthosis on patient and makes adjustments to assure fit, function, cosmesis, and quality of work. Instructs patient in orthosis use. Maintains patient records. May supervise ORTHOTICS ASSISTANTS (per. protect. & med. dev.) and other support personnel. May supervise laboratory activities relating to development of orthoses. May lecture and demonstrate to colleagues and other professionals concerned with orthotics. May participate in research. May perform functions of PROSTHETIST (per. protect. & med. dev.) and be designated ORTHOTIST-PROSTHETIST (per. protect. & med. dev.)

078.261-022 PROSTHETIST (per. protect. & med. dev.)

Provides care to patients with partial or total absence of limb by planning fabrication of, writing specifications for, and fitting devices known as prothesis under guidance of and in consultation with PHYSICIAN (medical ser.). Assists PHYSICIAN (medical ser.) in formulation of prescription. Examines and evaluates patient's prosthetic needs in relation to disease entity and functional loss. Formulates design of prosthesis and selects materials and components. Makes casts, measurements, and model modifications. Performs fitting, including static and dynamic alinements. Evaluates prosthesis on patient and makes adjustments to assure fit, function, comfort, and workmanship. Instructs patient in prosthesis use. Maintains patient records. May supervise PROSTHETICS ASSISTANTS (per. protect. & med. dev.) and other personnel. May supervise laboratory activities relating to development of prosthesis. May lecture and demonstrate to colleagues and other professionals concerned with practice of prosthetics. May participate in research. May also perform functions of ORTHOTIST (per. protect. & med. dev.) [ORTHOTIST-PROSTHETIST (per. protect. & med. dev.)].

299.474-010 OPTICIAN, DISPENSING (ret. tr.) II

Measures and fits customers with eyeglass frames and contact lenses. Reads prescription of OPTOMETRIST (profess. & kin) or OPHTHALMOLOGIST (medical ser.) to obtain lens specifications. Measures customer for size of eyeglass, using millimeter rule, and adjusts or shapes frames, using pliers and other handtools and hot salt and glass bend trays to heat and bend or reshape frames. Suggests choice of frame by advising on size and shape complimentary to facial features. Prepares work order to forward to optical laboratory for fabrication of prescription lenses, and mounting of lenses in frames, according to frame specifications. Adjusts finished eyeglasses to fit customer by heating and shaping plastic, or by bending metal frame, using pliers. May specialize in fitting contact lenses for customers and be known as OPTICIAN, CONTACT-LENS DISPENSING (ret. tr.) II. May sell optical

354.374-010 NURSE, PRACTICAL (medical ser.)

Cares for patients and children in private homes, hospitals, sanitoriums, industrial plants, and similar institutions: Bathes and dresses bed patients, combs hair, and otherwise attends to their comfort and personal appearance. Cleans room, and changes bed linen. Takes and records temperature, pulse, and respiration rate. Gives medication as directed by PHYSICIAN (medical ser.) or NURSE, GENERAL DUTY (medical ser.), and makes notation of amount and time given. Gives enemas, douches, massages, and alcohol rubs. Applies hot and cold compresses and hot water bottles. Sterilizes equipment and supplies, using germicides, sterilizer, or autoclave. Prepares food trays, feeds patients, and records food and liquid intake and output. Cooks, washes, cleans, and does other housekeeping duties in private home. May give injections. May care for infants and small children in private home. For practical nurses meeting State licensing requirements see NURSE, LICENSED PRACTICAL (medical ser.).

354.377-010 BIRTH ATTENDANT (medical ser.)

Provides assistance to women during childbirth, in absence of medical practitioner. May function under supervision of local or state health department.

354.377-014 HOME ATTENDANT (per. ser.) home health aide.

Cares for elderly, convalescent, or handicapped persons in patient's home, performing any combination of the following tasks: Changes bed linens, washes and irons patient's laundry, and cleans patient's quarters. Purchases, prepares, and serves food for patient and other members of family, following special prescribed diets. Assists patients into and out of bed, automobile, or wheelchair, to lavatory, and up and down stairs. Assists patient to dress, bathe, and groom self. Massages patient and applies preparations and treatments, such as liniment or alcohol rubs and heat-lamp stimulation. Administers prescribed oral medications under written direction of physician or as directed by home care nurse. Accompanies ambulatory patients outside home, serving as guide, companion, and aide. Entertains patient, reads aloud, and plays cards or other games with patient. Performs variety of miscellaneous duties as requested, such as obtaining household supplies and running errands. May maintain records of services performed and of apparent condition of patient. May visit several households to provide daily health care to patients.

354.677-010 FIRST-AID ATTENDANT (any ind.) nurse, first aid.

Renders first aid and subsequent treatment to injured or ill employees at industrial plant, commercial establishment, mine, or construction site: Sterilizes, disinfects, anoints, and bandages minor cuts and burns. Applies artificial respiration or administers oxygen, in cases of suffocation and asphyxiation. Administers medications, such as aspirin or antiseptic solution, to relieve pain or prevent infection until patient can receive professional care, and gives prescribed medicines and treatments for illness. Changes beds, cleans equipment, and maintains infirmary for ward patients. Aids PHYSICIAN (medical ser.) during emergency situations. Keeps personal and medical records of employees.

355.354-010 PHYSICAL THERAPY AIDE (medical ser.) physical therapy attendant.

Prepares patients for physical therapy treatments, assists PHYSICAL THERAPIST (medical ser.) or PHYSICAL THERAPIST ASSISTANT (medical ser.) during administration of treatments, and administers routine treatments. Assists patients to dress, undress, and put on and remove assistive and supportive devices, such as braces, splints, and slings, prior to and after treatments. Secures patients into or onto therapy equipment. Supports, turns, and stabilizes patients to assist PHYSICAL THERAPIST (medical ser.) or PHYSICAL THERAPIST ASSISTANT (medical ser.) to administer treatments, tests, and evaluations. Administers routine treatments, such as hydrotherapy, hot and cold packs, and paraffin bath. Safeguards, motivates, and assists patients practicing exercises and functional activities. Observes patients during treatments and reports signs of fatigue, distress, or other problems. Transports patients to and from treatment area and transfers patients between conveyances and treatment equipment, using transfer techniques appropriate to patients' conditions. Changes linens and arranges treatment supplies and equipment according to standard procedure or written or oral instructions. Cleans work area and equipment after treatment. Prepares hydrotherapy equipment at appropriate temperature and adds disinfectant solutions. Performs miscellaneous clerical and related duties, such as answering telephone, taking messages, running errands, delivering messages, and filing patient records. May record treatment given and equipment used. May inventory and requisition supplies and equipment. May adjust fit of supportive and assistive devices for patients, as instructed. May be assigned to specific type of treatment or patient service and be designated PHYSICAL THERAPY AIDE, HYDROTHERAPY (medical ser.), PHYSICAL THERAPY AIDE, TRANSPORT (medical ser.).

355.374-010 AMBULANCE ATTENDANT (medical ser.)

Accompanies and assists AMBULANCE DRIVER (medical ser.) on calls: Assists in lifting patient onto wheeled cart or stretcher and into and out of ambulance. Renders first aid, such as bandaging, splinting, and administering oxygen. May be required to have Red Cross first-aid training certificate.

355.377-010 OCCUPATIONAL THERAPY AIDE (medical ser.)

Assists OCCUPATIONAL THERAPIST (medical ser.) or OCCUPATIONAL THERAPY ASSISTANT (medical ser.) in occupational therapy program in hospital or similar institution. Performs program support services, such as transporting patient, assembling equipment, and preparing and maintaining work areas, as directed by OCCUPATIONAL THERAPIST (medical ser.) or OCCUPATIONAL THERAPY ASSISTANT (medical ser.). Assists in maintaining supplies and equipment. May assist in selected aspects or patient services as assigned.

355.377-014 PSYCHIATRIC AIDE (medical ser.) assistant therapy aide; asylum attendant; charge attendant; psychiatric attendant; ward attendant.

Assists mentally ill patients, working under direction of nursing and medical staff: Accompanies patients to shower rooms, and assists them in bathing, dressing, and grooming. Accompanies patients to and from wards for examination and treatment, and administers prescribed medications. Assists patients in becoming accustomed to hospital routine and encourages them to participate in social and recreational activities, such as visiting, sports, and dramatics, to promote rehabilitation. Observes patients to ensure that none wanders from grounds. Feeds patients or attempts to persuade them to eat, and notes reasons for rejection of food. Observes patients to detect unusual behavior, and aids or restrains them to prevent injury to themselves or other patients. May escort patients off grounds for medical or dental treatment, to library for selection of reading materials, and to church services, motion pictures, or athletic contests. May clean rooms, ward furnishings, walls, and floors, using water, detergents, and disinfectants. May change bed linens. May be designated as WARD SUPERVISOR (medical ser.) when responsible for patient care and other services of a single ward.

355.674-014 NURSE AIDE (medical ser.) hospital attendant; nursing assistant.

Assists in care of hospital patients, under direction of nursing and medical staff: Answers signal lights and bells to determine patients' needs. Bathes, dresses, and undresses patients. Serves and collects food trays and feeds patients requiring help. Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk. Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights. Dusts and cleans patients' rooms. Changes bed linens, runs errands, directs visitors, and answers telephone. Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed. May apply compresses and hot water bottles. May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies and be designated as NURSE AIDE, CENTRAL SUPPLY (medical ser.). May prepare patients for delivery and clean delivery rooms, and be designated as NURSE AIDE, DELIVERY (medical ser.). May bathe, weigh, dress, and feed newborn babies and be designated as NURSE AIDE, NURSERY (medical ser.). May clean, sterilize, and assemble into packs, supplies and instruments used in surgery, and maintain cleanliness and order of operating rooms and be designated as NURSE AIDE, SURGERY (medical ser.).

355.674-018 ORDERLY (medical ser.)

Performs any combination of following duties, as directed by nursing and medical staff, to care for hospitalized patients: Bathes patients and gives alcohol rubs. Cleans and shaves hair from skin area of operative cases. Measures and records intake and output of liquids, and takes and records temperature, and pulse and respiration rate. Gives enemas. Carries meal trays to patients. Lifts patients onto and from bed, and transports patients to hospital areas, such as operating and X-ray rooms, by rolling bed, or using wheelchair or wheeled stretcher. Sets up equipment, such as oxygen tents, portable X-ray machines, and overhead irrigation bottles. Places anesthesia equipment near operating table, and assists in holding patient on table during administration of anesthetic. Sets up bone fracture equipment and assists PHYSICIAN (medical ser.) in putting on casts and braces. Maintains supply of hospital clothing for attending PHYSICIANS (medical ser.). Makes beds and collects soiled linen. Cleans rooms and corridors. Bathes deceased patients, accompanies body to morgue, and places personal belongings in mortuary box. May administer catheterizations and bladder irrigations. May accompany discharged mental patients home, or those transferred to other institutions.

355.677-010 FOOD-SERVICE WORKER, HOSPITAL (medical ser.) dietary aide; diet-kitchen aide; tray worker.

Prepares and delivers food trays to hospital patients, performing any combination of following duties on tray line: Reads production orders on color-coded menu cards on trays to determine appropriate items to place on tray. Places items such as silver, fruit juice, sugar, cream, milk and butter on trays. Fills vacuum bottles with coffee and apportions food servings according to diet list on menu card. Places servings in blender to make foods for soft or liquid diets. Examines filled tray for completeness and places on cart or dumbwaiter. Pushes carts to halls or ward kitchens. Serves trays to patients. Collects and stacks dirty dishes on cart and returns cart to kitchen. Washes dishes and cleans work area, tables, cabinets, and ovens. Collects and places garbage and trash in designated containers. May record amounts and types of special food items served to patients. May be designated according to type of food trays prepared as NOURISHMENT WORKER (medical ser.); SPECIAL-DIET WORKER (medical ser.); or duty on tray line as TRAY-LINE WORKER (medical ser.).

355.677-014 HOSPITAL ENTRANCE ATTENDANT (medical ser.) hospital messenger.

Directs or escorts incoming patients or visitors from hospital admitting office or reception desk to designated area in hospital or clinic. Carries patient's luggage. Assists patient in walking to prevent accidents by falling, or transports nonambulatory patient, using wheelchair. Delivers messages and file papers for office staff. May be designated according to area assigned as ADMITTING-OFFICE GUIDE (medical ser.); OUT-PATIENT-CLINIC GUIDE (medical ser.).

355.687-010 CLOTHES-ROOM WORKER (medical ser.)

Receives, stores, and issues clothing of patients in hospital. Hangs clothing on hangers or places on storage shelves or racks, according to admittance number on clothing record. Covers clothing with protective covering. Issues clothing to patients or other workers, according to signed receipt of patient's and clothing release slip. May arrange for clothing to be cleaned, pressed, or laundered.

381.687-010 CENTRAL-SUPPLY WORKER (medical ser.) central-supply aide.

Cleans, sterilizes, and assembles hospital equipment, supplies, and instruments according to prescribed procedures and techniques performing any combination of following tasks: Scrubs and washes surgical instruments, containers, and syringes and equipment, such as aspirators, croupettes, and oxygen suppliers. Sterilizes instruments, equipment, surgical linens, and supplies, such as surgical packs, treatment trays, and syringes, using autoclave, water sterilizer, or antiseptic solutions. Prepares packs of supplies and instruments, and dressing and treatment trays, according to designated lists or codes, and wraps, labels, and seals packs. Sharpens hypodermic needles, using hone or abrasive wheel, and matches syringe barrels and plungers, according to size, trade names, or serial number. Stores prepared articles and supplies in designated areas. May fill requisitions, write charges, and inventory supplies. May prepare solutions according to prescribed formula. May be assigned to such hospital rooms as surgery and delivery rooms. May be required to hold Practical Nurse license.

712.281-010 DENTAL CERAMIST (medical ser.) ceramics technician; ceramist.

Applies layers of porcelain paste or acrylic resins over metal framework to form dental prosthesis, such as crowns, bridges, and tooth facings, according to DENTIST'S (medical ser.) prescription, using spatula, brushes, and baking oven. Mixes porcelain paste or acrylic resins to color of natural teeth according to prescription. Applies mixture over metal framework, using brushes and spatula. Brushes excess mixture from denture and places denture in oven to harden. Removes denture from furnace, brushes on additional layer of mixture, and shapes mixture to contour of denture, using spatula. Repeats mixture-application process and baking until denture conforms to specifications. Verifies accuracy of tooth dimensions and occlusion of teeth, using micrometer and articulator. May solder metal clasps, positioners, and hooks to removable orthodontic appliances.

712.381-014 CONTOUR WIRE SPECIALIST, DENTURE (medical ser.)

Makes and repairs contoured wire frames and retainers for teeth used in partial dentures, using power tools and handtools. Examines model of oral impression and reads DENTIST'S (medical ser.) prescription to determine design of wire frame. Marks pencil lines on surface of model to indicate position of wire clasps, using surveyor. Cuts wire to specified length, using wirecutter. Bends and shapes wire around tooth impressions or along base of model, using pliers, knife, and tweezers. Applies *investment* to wire sections and model to hold sections in alinement, using spatula. Welds or solders wire joints, using special welding and soldering tools. Removes investment. Grinds and polishes wire frame to lustrous finish, using electric grinding and polishing wheel. Reworks or replaces wire sections and missing teeth to repair partial dentures, using acrylic bonding agent. Fabricates wire retainers to straighten teeth, using pliers, tweezers, and similar handtools. Inspects work for adherence to DENTIST'S (medical ser.) specifications.

712.381-018 DENTAL-LABORATORY TECHNICIAN (medical ser.) dental technician.

Fabricates and repairs full and partial dentures according to DENTIST'S (medical ser.) prescription, using handtools, molding equipment, and bench fabricating machines. Reads prescription and examines models and impressions to determine type of denture to be made or repaired, applying knowledge of oral anatomy and restoration procedures. Positions teeth in wax model in specified plane of *occlusal harmony*. Molds wax around base of teeth and verifies accuracy of occlusion, using articulator. Molds wax over denture setup to form contours of gums, using knives and spatula. Routes workpiece to DENTAL CERAMIST (medical ser.) for casting. Removes plastic particles and excess plastic from surfaces of cast dentures, using bench lathe equipped with grinding and buffing wheels. Casts plaster models of dentures to be repaired. Selects and mounts replacement teeth in model to match color and shape of natural or adjacent teeth, using color chart and tooth illustrations. Casts plastic reproductions of gums, using acrylics and molding equipment. Fills cracks and separations in dentures with plastic, using knives and spatula. Rebuilds denture linings to duplicate original thickness, contour, and color according to specifications, using plastic. Cures denture plastic in pressure pot or oven. Tests repaired dentures for accuracy of occlusion, using articulator. Polishes metal, plastic, and porcelain surfaces to specified finish, using grinding and buffing wheels. Bends and solders gold and platinum wire to construct wire frames for dentures, using soldering gun and handtools. May fabricate denture wire, using centrifugal casting machine. May confer with DENTIST (medical ser.) to resolve problems in design and setup of dentures. May be designated according to type denture fabricated as DENTAL TECHNICIAN, CROWN AND BRIDGE (medical ser.); DENTAL TECHNICIAN, METAL (medical ser.).

712.381-022 DENTAL-LABORATORY-TECHNICIAN APPRENTICE (medical ser.) dental-technician apprentice.

Performs duties as described under APPRENTICE (any ind.).

712.381-026 ORTHODONTIC GOLD-BAND MAKER (medical ser.)

Makes gold bands used for straightening teeth. Examines specification sheet to determine dimensions and physical characteristics of band. Cuts gold ingot to specified size, using hand shears. Rolls gold to soften and decrease its thickness until required thickness is obtained. Anneals gold as necessary to soften and condition it [ANNEALER (jewelry)]. Immerses gold in water to cool. Solders or welds gold pieces together to form band, using soldering gun and tack-welding equipment.

712.381-038 PROSTHETICS TECHNICIAN (per. protect. & med. dev.) restoration technician.

Fabricates, fits, maintains, and repairs artificial limbs, plastic cosmetic appliances, and other prosthetic devices, according to prescription specifications and under guidance of PROSTHETIST (per. protect.& med. dev.) or PROSTHETICS ASSISTANT (per. protect. & med. dev.). Reads specifications to determine type of prosthesis to be fabricated and materials and tools required. Lays out and marks dimensions of parts, using precision measuring instruments and templates. Saws, carves, cuts, and grinds wood, plastic, metal, or fabric to fabricate parts, using rotary sawing and cutting machines and hand cutting tools. Drills and taps holes for rivets and screws, using drill press. Glues, welds, bolts, sews, and rivets parts together to form prostheses, such as artificial limbs. Makes wax or plastic impression of patient's amputated area, prepares mold from impression, and pours molten plastic into mold to form cosmetic appliances, such as artificial ear, nose, or hand. Assembles layers of padding over prosthesis and fits and attaches outer covering, such as leather, sheet plastic, or fiberglass, over device, using sewing machine, rivet gun, and handtools. Mixes pigments according to formula to duplicate skin coloring of patient and applies pigments to outer covering of prosthesis. Polishes finished device, using grinding and buffing wheels. Tests prostheses for freedom of movement, alinement of parts, and biomechanical stability, using plumbline, goniometer, and alinement *fixtures*. May harness prosthesis to patient's stump, applying knowledge of functional anatomy. May instruct patient in use of prosthesis. May also perform functions of ORTHOTICS TECHNICIAN (per. protect. & med. dev.). {ORTHOTICS-PROSTHETICS TECHNICIAN (per. protect. & med. dev.)}

712.661-010 ORTHOPEDIC ASSISTANT (medical ser.) orthopedic cast specialist.

Applies, adjusts, and removes casts, assembles traction apparatus, and fits strappings and splints for orthopedic patients according to medical staff instructions using handtools. Covers injured areas with specified protective materials, such as stockinette bandages, gauze, or rubber pads, preparatory to cast application. Wets, wraps, and molds plaster bandages around area of fracture. Trims plaster, using electric cutter. Removes whole and broken casts and alters position of cast to change setting of patient's limb or body part as directed. Assembles wooden, metal, plastic, or plaster material to make orthopedic splints, using handtools. Rigs pulleys, ropes, and frames to assemble fracture beds, using handtools. Attaches traction supports to patient's limb and adjusts support to specified tension. Assembles exercise frames, using handtools. Adjusts crutches and canes to fit patient. Instructs patients in care of and assists patients in walking with casts, braces, and crutches.

713.261-014 ARTIFICIAL-PLASTIC-EYE MAKER (optical goods) ocularist; plastic-eye technician.

Fabricates artificial plastic eyes according to specifications and fits eyes into customer's eye sockets, using precision handtools, measuring instruments, molding devices, and bench fabricating machines. Measures customer's eye socket, using calipers, and measures natural eye to determine size and location of pupil and iris, using scale. Records data on examination card. Selects stock artificial eye approximating size and shape of customer's socket and inserts eye into socket. Fills eye area and questions customer to ascertain that eye fit is comfortable. Applies plastic as required to build up and shape stock eye to conform to customer's eye socket. Examines customer's natural eye to determine iris coloring, eye white shading, and number of eye white veins and records information on examination card. Selects samples of iris, pupil, and white to match eye. Positions artificial eye stock in plaster of paris to prepare mold for casting plastic eye. Pours plastic into mold to form artificial eye. Measures molded eye to determine position for pupil and iris, using rule. Positions and presses pupil and iris into place. Immerses eye in boiling water to set plastic. Paints iris and white of artificial eye to produce color of customer's natural eye according to information recorded on examination card. Draws veins on white of eye, using colored pencil or scratches grooves into eye to represent veins and fills grooves with pigment. Immerses eye in clear plastic solution to produce glassy finish. Examines eye for irregularities in shape and removes irregularities, using dental grinding machine. Polishes eye, using pumice and electric buffing wheel. Fits customer with artificial eye and compares artificial eye with natural eye to insure centering of iris and pupils and matching of colors. May fit patients with ready-to-wear plastic eyes of standard sizes and colors. May fabricate implants (plastic and mesh devices fitted in eye socket for retention of eye muscles) and conformers (plastic disks placed in eye socket to maintain socket shape prior to fitting of artificial eye), using standard molds and grinding and polishing machines.

713.361-014 OPTICIAN, DISPENSING (ret. tr.) I

Designs, fits, and adapts lenses and frames, utilizing written optical prescription. Analyzes prescription in conjunction with client's vocational and avocational visual requirements. Recommends specific lenses for safety and efficiency. Assists client in selecting frames according to style and color, coordinating frames with facial and eye measurements and optical prescription. Measures client's bridge and eye size, temple length, vertex distance, pupillary distance, and optical centers of eyes, using millimeter rule and light reflex pupilometer. Prepares work order and instructions for grinding lenses and fabricating spectacles. Verifies exactness of finished lens spectacles. Adjusts frames and lens position to fit client by heating and shaping plastic and bending metal frames, using pliers and hands. Instructs client on adapting and wearing spectacles and procedures for their care. Sells optical goods, such as binoculars, plano sunglasses, magnifying glasses, and low vision aids. May fit contact lenses only and be designated OPTICIAN, CONTACT-LENS DISPENSING (ret. tr.) I.

713.681-010 LENS MOUNTER (optical goods) II

Mounts prescription eyeglass lenses in metal, plastic, or combination frames, using handtools. Examines eyeglass prescription to determine style, color, and size of frame. Inspects lenses to detect flaws, such as pits, chips, and scratches. Holds and turns lenses against grinding wheel to remove flaws. Assembles eyeglass frame and attaches ornaments, shields, nose pads, and temple pieces, using pliers and screwdrivers. Drills holes in lenses for mounting on rimless frames, using diamond drill. Immerses plastic frame rims in hot salt solution to soften rims or stretches rims, using hot, metal cone. Inserts and alines lenses in frame. Verifies frame dimensions and alinement of lenses, using protractor, ruler, and straightedge. Turns lenses in frame to correct alinement, using padded pliers. Immerses plastic frames in cold water to set plastic around lenses. Tightens screws to hold lenses in metal frames. Examines lenses under polarized light to detect stress caused by overtightening screws and adjusts screws as necessary. Heats plastic frame bridge and bends frame according to prescription specifications, using fingers and handtools. Immerses plastic frames in dye for specified period to color frames. Solders broken metal bridges and replaces damaged temples to repair frames, using soldering iron and handtools. Cleans and polishes finished eyeglasses, using cloth and solvent. May be designated according to type frame mounted as METAL-FRAME INSERTER (optical goods); PLASTIC-FRAME INSERTER (optical goods), or according to part assembled as TRIM MOUNTER (optical goods) II.

Vocational Preparation

and Occupations

United States Office of Education

Interim Codes and Descriptions

USOE PROGRAM 07.000000 HEALTH OCCUPATIONS EDUCATION

EDUCATION FOR HEALTH OCCUPATIONS COMPRISES THE BODY OF RELATED SUBJECT MATTER, OR THE BODY OF RELATED COURSES, AND PLANNED EXPERIENCES DESIGNED TO IMPART KNOWLEDGE AND DEVELOP UNDERSTANDING AND SKILLS REQUIRED TO SUPPORT THE HEALTH PROFESSIONS. INSTRUCTION IS ORGANIZED TO PREPARE PUPILS FOR OCCUPATIONAL OBJECTIVES CONCERNED WITH ASSISTING QUALIFIED PERSONNEL IN PROVIDING DIAGNOSTIC, THERAPEUTIC, PREVENTIVE, RESTORATIVE, AND REHABILITATIVE SERVICES TO PEOPLE, INCLUDING UNDERSTANDING AND SKILLS ESSENTIAL TO PROVIDE CARE AND HEALTH SERVICES TO PATIENTS.
EDUCATION FOR HEALTH WORKERS IS USUALLY CONDUCTED BY RECOGNIZED EDUCATION AGENCIES AND APPROPRIATE HEALTH INSTITUTIONS AND SERVICES THAT CAN MAKE AVAILABLE THE QUALITY AND KIND OF EXPERIENCES NEEDED BY THE TRAINEE IN DEVELOPING THE COMPETENCIES REQUIRED FOR HIS/HER OCCUPATIONAL GOAL. INSTRUCTIONAL PROGRAMS WHICH PREPARE PERSONS FOR OCCUPATIONS THAT RENDER HEALTH SERVICES DIRECTLY TO PATIENTS PROVIDE PLANNED INSTRUCTION AND EXPERIENCE IN APPROPRIATE CLINICAL SITUATIONS.
FOR OCCUPATIONS THAT RENDER HEALTH SERVICES WHICH DO NOT INVOLVE DIRECT SERVICE TO PATIENTS, PLANNED INSTRUCTION AND EXPERIENCE IN LABORATORIES AND/OR APPROPRIATE WORK SITUATIONS ARE PROVIDED AS AN INTEGRAL PART OF THE INSTRUCTIONAL PROGRAM. LICENSURE, CERTIFICATION, AND REGISTRATION--TECHNIQUES FOR THE REGULATION OF WORKERS IN HEALTH OCCUPATIONS HAVE BEEN DEVELOPED AND ADMINISTERED, EITHER BY APPROPRIATE PROFESSIONAL ORGANIZATIONS OR BY LEGALLY CONSTITUTED AUTHORITY IN THE RESPECTIVE STATES, AS A MEANS TO SAFEGUARDING THE PUBLIC AGAINST UNQUALIFIED AND/OR UNSCRUPULOUS PERSONS. THEREFORE, REGULATORY PROCEDURES SUCH AS LICENSURE, CERTIFICATION, AND/OR REGISTRATION IN CERTAIN OF THE HEALTH OCCUPATIONS HAVE BEEN ESTABLISHED. LICENSURE--UNDER THE AUTHORITY OF A STATE, LAWS ARE ENACTED SETTING FORTH THE MINIMUM QUALIFICATIONS FOR PERSONS AND THE STANDARDS TO BE MET FOR PRACTICING IN AN OCCUPATION. ALL PHYSICIANS, NURSES, DENTAL HYGIENISTS, AND A GROWING NUMBER OF PARAMEDICAL PERSONNEL MUST BE LICENSED UNDER THEIR RESPECTIVE FIELDS. ORGANIZATIONS REPRESENTING THESE GROUPS HAVE SOUGHT AND HELPED TO ESTABLISH STATE LAWS FOR LICENSING PRACTITIONERS IN THEIR FIELDS. THEY HAVE ALSO FOUND THAT MANDATORY REGULATION OF THESE OCCUPATIONS UNDER STATE LICENSURE LAWS BEST SERVES THE PUBLIC INTEREST. EMPLOYERS, TOO, HAVE COME TO RELY UPON THE LEGAL LICENSING AGENCY FOR ASSURANCE THAT A PRACTITIONER IS QUALIFIED IN HIS/HER FIELD.
CERTIFICATION--PROFESSIONAL SOCIETIES ENDEAVOR TO IMPROVE THE QUALITY OF SERVICES PROVIDED BY SUPPORTIVE PERSONNEL IN HEALTH FIELDS THROUGH VOLUNTARY CERTIFICATION OF INDIVIDUAL WORKERS. STANDARDS PERTAINING TO EDUCATION, EXPERIENCE, AND PERSONAL QUALIFICATIONS ARE DETERMINED BY THE PROFESSIONAL SOCIETY, USUALLY IN COOPERATION WITH THE AUXILIARY GROUP THAT IS SUBJECT TO THE CERTIFICATION PROCEDURE. APPLICANTS WISHING TO BECOME CERTIFIED UNDER THESE STANDARDS MUST MAKE APPLICATION TO THE CERTIFYING BOARD OF THE ASSOCIATION AND COMPLY WITH THE CERTIFICATION OF STANDARDS. REGISTRATION--THE TERM REGISTRATION IS USED BY
CERTAIN OCCUPATIONAL GROUPS INTERCHANGEABLY WITH EITHER THE TERM LICENSURE OR CERTIFICATION. "REGISTERED" NURSE CONNOTES A NURSE WHO IS LICENSED TO PRACTICE AS A PROFESSIONAL NURSE OR AS A TECHNICIAL-LEVEL NURSE. A "REGISTERED" MEDICAL LIBRARIAN IS CERTIFIED BY AND REGISTERED WITH HIS/HER PROFESSIONAL ASSOCIATION. REGISTRATION MAY BE INTERPRETED IN SPECIFIC INSTANCES BY PLACING AFTER IT (L) WHICH "LICENSURE" APPLIES, OR (C) WHEN "CERTIFICATION" APPLIES.
THE AD HOC COMMITTEE FOR HEALTH OCCUPATIONS EDUCATION APPLIED THE FOLLOWING RATIONALE TO THE SELECTION OF SUBSTANTIVE CONTENT FOR PLACEMENT IN THE HEALTH OCCUPATIONS EDUCATION AREA: (1) THE ITEMS SELECTED AND CLASSIFIED WERE DETERMINED BY CONSENSUS OF THE COMMITTEE TO BE REPRESENTATIVE OF THE SUBJECT MATTER MOST COMMONLY TAUGHT IN HEALTH OCCUPATIONS EDUCATION IN THE UNITED STATES; (2) THE VARIOUS ASPECTS OF SUBJECT MATTER WERE IDENTIFIED BY TITLES WHICH WERE CONSIDERED AS BEING MOST COMMONLY USED; AND (3) THE VARIOUS ASPECTS OF SUBJECT MATTER SELECTED FOR PLACEMENT UNDER HEALTH OCCUPATIONS EDUCATION COULD BE DEFINED IN BRIEF FORM USING ONLY SALIENT DESCRIPTIVE ELEMENTS. INCLUDED UNDER THE HEADING, HEALTH OCCUPATIONS
EDUCATION, ARE ITEMS OF INFORMATION WHICH DESCRIBE SELECTED ASPECTS OF EDUCATION FOR HEALTH OCCUPATIONS. IN THE FOLLOWING DEFINITIONS, THE TERM "SUBJECT MATTER" INCLUDES THEORY THAT MAY BE GIVEN EITHER IN A SCHOOL OR A CLINICAL SETTING, AND THE TERM "EXPERIENCES" INCLUDES THE APPLIED SUBJECT MATTER WHICH IS PROVIDED IN A CLINICAL SETTING.

USOE PROGRAM 07.010000 DENTAL

INCLUDID IN THIS CATEGORY ARE OCCUPATIONS CONCERNED WITH SUPPORTIVE SERVICES TO THE DENTAL PROFESSION.

USOE PROGRAM 07.010100 DENTAL ASSISTING

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST THE DENTIST AT THE CHAIRSIDE IN THE DENTAL OPERATORY, TO PERFORM RECEPTION AND CLERICAL FUNCTIONS, AND TO CARRY OUT SELECTED DENTAL LABORATORY WORK.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
079.378-010	079.371-010	DENTAL ASSISTANT	4 3	4 6	L4	I	573	5232	34303	921

USOE PROGRAM 07.010200 DENTAL HYGIENE (ASSOCIATE DEGREE)

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO PROVIDE SERVICES TO PATIENTS, SUCH AS PERFORMING COMPLETE ORAL PROPHYLAXIS, APPLYING MEDICATION, AND PROVIDING DENTAL HEALTH EDUCATION SERVICES, BOTH FOR CHAIR-SIDE PATIENTS AND IN COMMUNITY HEALTH PROGRAMS, UNDER THE SUPERVISION OF THE DENTIST. (INCLUDED AS 16030100 DENTAL HYGIENE [ASSOCIATE DEGREE] UNDER TECHNICAL EDUCATION.)

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
078.368-014	078.361-018	DENTAL HYGIENIST	4 3	4 6	L456	I	573	3630	35001	291

USOE PROGRAM 07.010300 DENTAL LABORATORY TECHNICIAN

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO EXECUTE THE WORK IN PRODUCING RESTORATIVE APPLIANCES REQUIRED FOR THE ORAL HEALTH OF THE PATIENT AS AUTHORIZED BY THE DENTIST.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
712.281-010	712.281-010	DENTAL CERAMIST	3 3	3 6	S46	I	573	7265	55062	426
712.381-010	712.381-014	CONTOUR WIRE SPECIALIST, DENTU	4 3	3 7	S46	I	573	7265	55062	426
712.381-014	712.381-018	DENTAL-LABORATORY TECHNICIAN	4 3	4 8	L46	I	573	7265	55062	426
712.381-034	712.381-018	DENTAL-LABORATORY TECHNICIAN	4 3	4 8	L46	I	573	7265	55062	426
712.381-042	712.381-018	DENTAL-LABORATORY TECHNICIAN	4 3	4 8	L46	I	573	7265	55062	426
712.781-022	712.381-026	ORTHODONTIC GOLD-BAND MAKER	3 2	2 6	L46	I	573	7265	55062	426

USOE PROGRAM 07.019900 DENTAL, OTHER

INCLUDE HERE OTHER ORGANIZED SUBJECT MATTER AND EXPERIENCES EMPHASIZED IN OCCUPATIONS, NOT LISTED ABOVE, WHICH ARE CONCERNED WITH SUPPORTIVE SERVICES TO THE DENTAL PROFESSION. (SPECIFY.)

USOE PROGRAM 07.020000 MEDICAL LABORATORY TECHNOLOGY

PLANNED SUBJECT MATTER AND LABORATORY EXPERIENCES CONCERNED WITH BACTERIOLOGICAL, BIOLOGICAL, AND CHEMICAL TESTS TO PROVIDE DATA FOR USE IN DIAGNOSIS AND TREATMENT OF DISEASES--USING MICROSCOPES, MICROMETERS, AND OTHER INSTRUMENTS. PERSONS PREPARED IN THIS AREA USUALLY WORK UNDER SUPERVISION OF MEDICAL TECHNOLOGISTS, CLINICAL PATHOLOGISTS, OR PHYSICIANS.

USOE PROGRAM 07.020100 CYTOLOGY (CYTOTECHNOLOGY)

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO STAIN AND SCREEN SMEARED SLIDES FOR DETERMINATION OF ABNORMALITIES OF EXFOLIATED CELLS THAT MAY ASSIST IN THE DIAGNOSIS OF CANCER. THIS WORK IS PERFORMED UNDER THE SUPERVISION OF A PHYSICIAN.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
078.281-014	078.281-010	CYTOTECHNOLOGIST	5 4	5 6	L456	I7	573	3620	35005	080

USOE PROGRAM 07.020200 HISTOLOGY

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO ENABLE A PERSON TO PREPARE, SECTION, AND STAIN TISSUES FOR MICROSCOPIC STUDY, USUALLY BY A PATHOLOGIST OR OTHER CLINICAL SCIENTIST.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
078.381-018	078.361-038	TISSUE TECHNOLOGIST	5 4	5 6	L46	I7	573	3620	35006	080

USOE PROGRAM 07.020300 MEDICAL LABORATORY ASSISTING

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES ORGANIZED TO PREPARE A PERSON TO WORK UNDER THE SUPERVISION OF MEDICAL TECHNOLOGISTS, CLINICAL PATHOLOGISTS, OR PHYSICIANS TO PERFORM ROUTINE CLINICAL LABORATORY PROCEDURES.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
078.281-010	078.261-010	CHEMISTRY TECHNOLOGIST	5 4	5 7	L46	I	573	3620	35003	083
078.281-018	078.361-014	MEDICAL TECHNOLOGIST	5 4	5 7	L46	I	573	3620	35002	083
078.281-022	078.261-014	MICROBIOLOGY TECHNOLOGIST	5 4	5 6	L46	I	323 573	3620	35004	083

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USOE PROGRAM 07.020300 MEDICAL LABORATORY ASSISTING

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
078.381-010	078.381-014	MEDICAL-LABORATORY TECHNICIAN	5 4	5 5	L46	I	573	3690	35010	203
078.687-010	078.687-010	LABORATORY ASSISTANT, BLOOD AN	2 2	2 2	L46	I	~~323~~ 573	7820	35900	173

USOE PROGRAM 07.020400 HEMATOLOGY

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES ORGANIZED TO PREPARE A PERSON TO COLLECT BLOOD AND PERFORM COMPLETE BLOOD COUNTS; PREPARE AND STAIN BLOOD SMEARS; PERFORM HEMOGLOBIN DETERMINATIONS; CARRY OUT TESTS TO DETERMINE BLEEDING TIME, COAGULATION TIME, SEDIMENTATION RATE, AND PROTHROMBIN TIME; AND TO DETERMINE RELATIVE AMOUNTS OF PLASMA AND CORPUSCLES.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
078.281-010	078.281-010	CHEMISTRY TECHNOLOGIST	5 4	5 7	L46	I	573	3620	35003	093

USOE PROGRAM 07.029900 MEDICAL LABORATORY TECHNOLOGY, OTHER

INCLUDE HERE OTHER ORGANIZED SUBJECT MATTER AND EXPERIENCES EMPHASIZED IN OCCUPATIONS, NOT LISTED OR CLASSIFIABLE ABOVE, WHICH ARE CONCERNED WITH MEDICAL LABORATORY TECHNOLOGY. (SPECIFY.)

USOE PROGRAM 07.030000 NURSING

A COMBINATION OF SUBJECT MATTER AND CLINICAL EXPERIENCES DESIGNED TO PREPARE A PERSON TO PROVIDE NURSING CARE TO PATIENTS IN HOSPITALS, SANITARIUMS, CLINICS, OR OTHER INSTITUTIONS BY ADMINISTERING MEDICATIONS AND TREATMENTS, ASSISTING THE PHYSICIAN DURING TREATMENT AND EXAMINATION OF PATIENTS, OR PERFORMING RELATED AUXILIARY SERVICES.

USOE PROGRAM 07.030100 NURSING (ASSOCIATE DEGREE)

A COMBINATION OF GENERAL AND NURSING EDUCATION AND CLINICAL EXPERIENCES DESIGNED TO PREPARE A PERSON FOR GENERAL-DUTY NURSING UNDER THE NURSE SUPERVISOR OR PHYSICIAN, OR WITH OTHER MEMBERS OF THE HEALTH TEAM. (INCLUDED AS 16030500 NURSING [ASSOCIATE DEGREE] UNDER TECHNICAL EDUCATION.)

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
075.378-010	075.371-010	NURSE ANESTHETIST	5 4	5 7	M46	I7	573	2900	25457	075
075.378-014	075.374-010	NURSE, GENERAL DUTY	5 4	5 7	M456	I	573	2900	25457	075

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USOE PROGRAM 07.030100 NURSING (ASSOCIATE DEGREE)

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R	M	L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
075.378-022	075.374-018	NURSE, PRIVATE DUTY	5	4	5	7	M456	I	573	2900	25457	075
075.378-026	075.374-022	NURSE, STAFF, OCCUPATIONAL HEA	5	4	5	7	L456	I	573	2900	25457	075
075.378-030	075.264-014	NURSE-MIDWIFE	5	5	3	7	M456	I	573	2900	25457	924

USOE PROGRAM 07.030200 PRACTICAL (VOCATIONAL) NURSE

A COMBINATION OF SUBJECT MATTER AND SUPERVISED CLINICAL EXPERIENCES DESIGNED TO PREPARE A PERSON TO GIVE DIRECT NURSING CARE UNDER THE SUPERVISION OF A NURSE OR PHYSICIAN.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R	M	L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
079.378-026	079.374-014	NURSE, LICENSED PRACTICAL	4	3	4	6	M456	I7	573	3660	34013	926
*354.878-019	354.377-010	BIRTH ATTENDANT	3	1	2	4	M456	I	573	5236	34015	924
*354.878-022	354.374-010	NURSE, PRACTICAL	3	2	3	4	M3456	I	573	3660	34013	926

USOE PROGRAM 07.030300 NURSING ASSISTANCE (AIDE)

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO PERFORM SIMPLE TASKS INVOLVED IN THE PERSONAL CARE OF INDIVIDUALS RECEIVING NURSING SERVICES. THESE TASKS ARE PERFORMED UNDER THE SUPERVISION OF A NURSE.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R	M	L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
355.878-022	187.167-186	RESIDENCE SUPERVISOR	4	3	4	6	S45	I	138	5263	19233	925
*355.878-034	355.674-014	NURSE AIDE	3	2	2	4	M3456	I67	573	5236	44025	925
*355.878-038	355.674-018	ORDERLY	3	2	3	3	V3456	I6	573	5236	44025	925

USOE PROGRAM 07.030400 PSYCHIATRIC AIDE

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO CARE FOR MENTALLY ILL PATIENTS IN A PSYCHIATRIC MEDICAL CARE FACILITY UNDER DIRECTION OF NURSING AND MEDICAL STAFF. INCLUDED IS INSTRUCTION IN PATIENT HYGIENE AND GROOMING, FEEDING, OBTAINING LABORATORY SPECIMENS, OBSERVING PATIENTS FOR BEHAVIOR, METHODS OF AIDING IN RESTRAINING PATIENTS TO PREVENT INJURY TO THEMSELVES OR OTHERS, AND ENCOURAGING PARTICIPATION IN SOCIAL AND OTHER RECREATIONAL ACTIVITIES.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
355.878-042	355.377-014	PSYCHIATRIC AIDE	3 2 3	4	M456	I	573	5236	44029	925

USOE PROGRAM 07.030500 SURGICAL TECHNOLOGY (OPERATING ROOM TECHNICIAN)

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO [redacted] GENERAL TECHNICAL ASSISTANT ON THE SURGICAL TEAM IN THE OPERATING SUITE.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
079.378-042	079.374-022	SURGICAL TECHNICIAN	4 4 3	6	L45	I7	573	3690	34034	385

USOE PROGRAM 07.030600 OBSTETRICAL TECHNICIAN

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST IN THE CARE OF MOTHERS IN LABOR AND DELIVERY ROOMS BEFORE, DURING AND AFTER DELIVERY UNDER THE SUPERVISION OF PROFESSIONAL PERSONNEL. INSTRUCTION INCLUDES ADMINISTRATION OF MEDICATION, HYGIENIC PROCEDURES, ROUTINE LABORATORY WORK, AND STERILIZATION OF EQUIPMENT AND SUPPLIES.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
079.378-026	079.374-014	NURSE, LICENSED PRACTICAL	4 3 4	6	M456	I7	573	3660	34013	926

USOE PROGRAM 07.030700 HOME HEALTH AIDE

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST THE ELDERLY, CONVALESCENT, OR HANDICAPPED IN THEIR HOMES AND TO PROVIDE FOR THEIR DAILY LIVING NEEDS WHICH MAY BE DESCRIBED AS PHYSICAL, MENTAL, EMOTIONAL, SOCIAL AND SPIRITUAL.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
354.878-014	354.377-014	HOME ATTENDANT	3 2	2 3	M456	B	674	5236	49022	925

USOE PROGRAM 07.030800 SCHOOL HEALTH AIDE

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST THE PHYSICIAN OR NURSE WITH PHYSICAL EXAMINATIONS, HEALTH EDUCATION, AND THE CONDUCT OF ONGOING PROGRAMS FOR IMPROVING OR MAINTAINING STUDENT HEALTH.

USOE PROGRAM 07.039900 NURSING, OTHER

INCLUDE HERE OTHER ORGANIZED SUBJECT MATTER AND EXPERIENCES EMPHASIZED IN OCCUPATIONS, NOT LISTED OR CLASSIFIABLE ABOVE, WHICH ARE CONCERNED WITH NURSING. (SPECIFY.)

USOE PROGRAM 07.040000 REHABILITATION

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO HELP THOSE WITH PHYSICAL OR MENTAL DISABILITIES, BY DIRECTING THEIR PHYSICAL, SOCIAL, OR DAILY LIVING ACTIVITIES, UNDER THE SUPERVISION OF A PHYSICIAN, TO REPAIR, OR COMPENSATE FOR, THE DAMAGE CAUSED BY ILLNESS OR ACCIDENT.

USOE PROGRAM 07.040100 OCCUPATIONAL THERAPY

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST THE OCCUPATIONAL THERAPIST IN IMPLEMENTING A PLAN OF THERAPY FOR A PATIENT AS PRESCRIBED BY A PHYSICIAN.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
079.368-026	355.377-010	OCCUPATIONAL THERAPY AIDE	4 3	4 5	L45	I	573	3698	44082	922

USOE PROGRAM 07.040200 PHYSICAL THERAPY

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST THE PHYSICAL THERAPIST IN IMPLEMENTING THE PLAN OF THERAPY FOR A PATIENT AS PRESCRIBED BY A PHYSICIAN.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
355.678-014	355.354-010	PHYSICAL THERAPY AIDE	3 2 3	4	M3456	I	573	5233	35015	094

USOE PROGRAM 07.040300 PROSTHETICS

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO WRITE SPECIFICATIONS FOR AND TO MAKE AND FIT ARTIFICIAL LIMBS, FOLLOWING THE PRESCRIPTION OF A QUALIFIED MEDICAL PRACTITIONER. INSTRUCTION INCLUDES THE STUDY OF ANATOMY, BIOMECHANICS, ENGINEERING AS RELATED TO PROSTHETIC APPLIANCES, AND SHOP EXPERIENCE IN PROSTHETIC CONSTRUCTION.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
078.368-026	078.261-022	PROSTHETIST	5 4 4	8	M456	I	673	3690	35009	085

USOE PROGRAM 07.040400 ORTHOTICS

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO WRITE SPECIFICATIONS FOR AND TO MAKE AND FIT BRACES AND APPLIANCES FOR BODY DEFORMITIES AND DISORDERS, FOLLOWING THE PRESCRIPTION OF A QUALIFIED MEDICAL PRACTITIONER. INSTRUCTION INCLUDES THE STUDY OF ANATOMY, BIOMECHANICS, ENGINEERING AS RELATED TO ORTHOTIC APPLIANCES, AND SHOP EXPERIENCE IN ORTHOTIC CONSTRUCTION.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
078.368-026	078.261-022	PROSTHETIST	5 4 4	8	M456	I	673	3690	35009	085
712.281-018	712.381-038	PROSTHETICS TECHNICIAN	4 4 4	5	M46	I	673	7265	55586	095
712.884-046	712.661-010	ORTHOPEDIC ASSISTANT	3 2 3	4	M3456	I	573	3990	44043	925

USOE PROGRAM 07.049900 REHABILITATION, OTHER

INCLUDE HERE OTHER ORGANIZED SUBJECT MATTER AND EXPERIENCES EMPHASIZED IN OCCUPATIONS, NOT LISTED OR CLASSIFIABLE ABOVE, WHICH ARE CONCERNED WITH REHABILITATION. (SPECIFY.)

USOE PROGRAM 07.050000 RADIOLOGIC

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO APPLY ROENTGEN RAYS AND RADIOACTIVE SUBSTANCES TO PATIENTS FOR DIAGNOSTIC AND THERAPEUTIC PURPOSES. INSTRUCTION MAY INCLUDE THE STUDY OF ANATOMY, PHYSIOLOGY, RADIATION PHYSICS, RADIOGRAPHIC TECHNIQUES, CHEMISTRY OF PROCESSING AND DARKROOM TECHNIQUE, RADIATION PROTECTION, AND EQUIPMENT MAINTENANCE.

USOE PROGRAM 07.050100 RADIOLOGIC TECHNOLOGY (X-RAY)

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON FOR THE SAFE USE OF X-RAY EQUIPMENT IN CLINICAL SETTINGS UNDER THE SUPERVISION OF A RADIOLOGIST OR A PHYSICIAN. (INCLUDED AS 16030400 RADIOLOGIC TECHNOLOGY (X-RAY) UNDER TECHNICAL EDUCATION.)

DICTIONARY OF OCCUPATIONAL TITLES			GED	S V	PHYSICAL	WORKING	DOT INDUSTRY	SOC	OES	CENSUS
3rd CODE	4th CODE	4th EDITION TITLE	R.M.L	P	DEMANDS	CONDITIONS	CODES	CODE	CODE	CODE
079.368-030	078.362-026	RADIOLOGIC TECHNOLOGIST	5 4 5	6	M456	I6	573	3650	35900	083

USOE PROGRAM 07.050200 RADIATION THERAPY

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO USE RADIATION PRODUCING DEVICES TO ADMINISTER THERAPEUTIC TREATMENTS AS PRESCRIBED BY A RADIOLOGIST.

USOE PROGRAM 07.050300 NUCLEAR MEDICAL TECHNOLOGY

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO ENABLE A PERSON, WORKING UNDER A QUALIFIED PHYSICIAN, TO PREPARE, ADMINISTER, AND MEASURE RADIOACTIVE ISOTOPES IN THERAPEUTIC, DIAGNOSTIC, AND TRACER STUDIES, UTILIZING A VARIETY OF RADIOISOTOPE EQUIPMENT.

DICTIONARY OF OCCUPATIONAL TITLES			GED	S V	PHYSICAL	WORKING	DOT INDUSTRY	SOC	OES	CENSUS
3rd CODE	4th CODE	4th EDITION TITLE	R.M.L	P	DEMANDS	CONDITIONS	CODES	CODE	CODE	CODE
079.381-014	078.361-018	NUCLEAR MEDICAL TECHNOLOGIST	5 4 5	7	L456	I6	573	3650	35019	083

USOE PROGRAM 07.059900 RADIOLOGIC, OTHER

INCLUDE HERE OTHER ORGANIZED SUBJECT MATTER AND EXPERIENCES EMPHASIZED IN OCCUPATIONS, NOT LISTED OR CLASSIFIABLE ABOVE, WHICH ARE CONCERNED WITH RADIOLOGIC. (SPECIFY.)

USOE PROGRAM 07.060300 OPHTHALMIC

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON, WORKING UNDER THE SUPERVISION OF AN OPHTHALMOLOGIST OR OPTOMETRIST, TO PERFORM TESTS, ADMINISTER TREATMENT PRELIMINARY TO EXAMINATION OR SURGERY, PREPARE AND FIT EYEGLASSES OR CONTACT LENSES, AND DIRECT CORRECTIVE EYE EXERCISES.

USOE PROGRAM 07.060100 OPHTHALMIC DISPENSING

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO TRAIN A PERSON TO PREPARE, ASSEMBLE, AND FIT CORRECTIVE LENSES AS PRESCRIBED BY A PHYSICIAN OR OPTOMETRIST.
(FOR OCCUPATIONS INVOLVED PRIMARILY WITH GRINDING LENSES TO SPECIFICATIONS, SEE 17.2101 INSTRUMENTS, UNDER TRADE AND INDUSTRIAL OCCUPATIONS.)

DICTIONARY OF OCCUPATIONAL TITLES			GED	S V	PHYSICAL	WORKING	DOT INDUSTRY	SOC	OES	CENSUS
3rd CODE	4th CODE	4th EDITION TITLE	R.M.L	P	DEMANDS	CONDITIONS	CODES	CODE	CODE	CODE
299.478-010	299.474-010	OPTICIAN, CONTACT-LENS DISPENS*	4 3 4	6	S456	I	741	4156	55D69	506
299.884-014	299.474-010	OPTICIAN, DISPENSING 2	4 3 4	6	S456	I	741	4156	55D69	506
713.251-010	713.361-014	OPTICIAN, DISPENSING 1	4 4 4	7	L456	I	741	7264	55D69	506
713.281-014	713.261-014	ARTIFICIAL-PLASTIC-EYE MAKER	4 3 4	8	S456	I	648	7264	39000	505
713.884-066	713.581-010	LENS MOUNTER 2	3 2 3	6	S46	I	648	7264	55D69	505

USOE PROGRAM 07.060200 ORTHOPTICS

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON, WORKING UNDER THE SUPERVISION OF AN OPHTHALMOLOGIST, TO TEACH OTHERS WITH CORRECTABLE FOCUSING DEFECTS TO DEVELOP AND USE BINOCULAR VISION (FOCUSING OF BOTH EYES).

DICTIONARY OF OCCUPATIONAL TITLES			GED	S V	PHYSICAL	WORKING	DOT INDUSTRY	SOC	OES	CENSUS
3rd CODE	4th CODE	4th EDITION TITLE	R.M.L	P	DEMANDS	CONDITIONS	CODES	CODE	CODE	CODE
079.378-030	079.371-014	ORTHOPTIST	4 4 4	6	L46	I56	573	3690	34021	305

USOE PROGRAM 07.060300 OPTOMETRIST ASSISTANT

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST AN OPTOMETRIST IN MAKING TESTS TO DETERMINE DEFECTS IN VISION, PREPARING AND FITTING EYEGLASSES, OR CONTACT LENSES, ADMINISTERING CORRECTIVE EYE EXERCISES, OR OTHER TREATMENT THAT DOES NOT REQUIRE DRUGS OR SURGERY.

USOE PROGRAM 07.069900 OPHTHALMIC, OTHER

INCLUDE HERE OTHER ORGANIZED SUBJECT MATTER AND EXPERIENCES EMPHASIZED IN OCCUPATIONS, NOT LISTED OR CLASSIFIABLE ABOVE, WHICH ARE CONCERNED WITH OPHTHALMIC. (SPECIFY.)

USOE PROGRAM 07.070000 ENVIRONMENTAL HEALTH

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON, WORKING UNDER THE SUPERVISION OF A SPECIALIST, TO RECOGNIZE AND EVALUATE ENVIRONMENTAL HAZARDS SUCH AS RADIATION, FUNGI, AIR POLLUTION, WASTE AND SEWAGE, NOISE, VIBRATION, AND POOR LIGHTING, AND TO PRESCRIBE METODS OF ELIMINATING OR CONTROLLING THEM.

USOE PROGRAM 07.070100 ENVIRONMENTAL HEALTH ASSISTANT

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST SANITARY ENGINEERS, SCIENTISTS, PHYSICIANS, AND VETERINARIANS TO GATHER DATA ON, INSPECT, AND EVALUATE FACILITIES AND INDUSTRIES CONCERNED WITH THE PUBLIC, SUCH AS WATER SUPPLY, THE FOOD INDUSTRY (PROCESSING, DISTRIBUTION AND SERVICE), AND SEWAGE DISPOSAL FACILITIES AND PLANTS.

USOE PROGRAM 07.070200 RADIOLOGICAL HEALTH TECHNICIAN

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO CONDUCT RADIOLOGICAL EVALUATIONS OF EXPOSURE TO X-RAY, GAMMA AND ALPHA EMITTERS AND TO RECOMMEND MEASURES TO INSURE MAXIMUM PROTECTION.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
199.167-210	199.167-210	RADIATION MONITOR	4 4 4	6	L456	I6	705	3990	34226	795

USOE PROGRAM 07.070300 SANITARIAN ASSISTANT

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON, UNDER SUPERVISION OF A PROFESSIONAL SANITARIAN, TO INVESTIGATE PUBLIC AND PRIVATE ESTABLISHMENTS TO DETERMINE COMPLIANCE WITH OR VIOLATION OF PUBLIC SANITATION LAWS AND REGULATIONS. THESE PERSONS TAKE SAMPLES OF SUCH MATERIALS AS WATER, FOOD, AND AIR, AND PERFORM CONTAMINATION TESTS.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE		GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
168.287-234	168.267-242	SANITARY INSPECTOR*	*	5 4 5	6	L456	I	425	3690	18221	215

USOE PROGRAM 07.079900 ENVIRONMENTAL HEALTH, OTHER

INCLUDE HERE OTHER ORGANIZED SUBJECT MATTER AND EXPERIENCES EMPHASIZED IN OCCUPATIONS, NOT LISTED OR CLASSIFIABLE ABOVE, CONCERNED WITH ENVIRONMENTAL HEALTH. (SPECIFY.)

USOE PROGRAM 07.080000 MENTAL HEALTH TECHNOLOGY

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST PROFESSIONALS IN THE MENTAL HEALTH SERVICES.

USOE PROGRAM 27.000100 MENTAL HEALTH TECHNICIAN

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST NURSING AND MEDICAL PERSONNEL IN REHABILITATING MENTALLY ILL PATIENTS THROUGH RECREATIONAL AND OCCUPATIONAL ACTIVITIES, TRAINING IN NEW PATTERNS OF LIVING, PHYSICAL CARE OF PATIENTS, AND GIVING PRESCRIBED MEDICATIONS.

USOE PROGRAM 27.000200 MENTAL RETARDATION AIDE

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ATTEND TO THE PHYSICAL NEEDS AND WELL-BEING OF MENTALLY RETARDED PATIENTS AND TO AID IN TEACHING AND RECREATION PROCESSES UNDER THE SUPERVISION OF PROFESSIONAL STAFF MEMBERS.

USOE PROGRAM 27.009900 MENTAL HEALTH TECHNOLOGY, OTHER

INCLUDE HERE OTHER ORGANIZED SUBJECT MATTER AND EXPERIENCES EMPHASIZED IN OCCUPATIONS, NOT LISTED OR CLASSIFIABLE ABOVE, WHICH ARE CONCERNED WITH MENTAL HEALTH TECHNOLOGY. (SPECIFY.)

USOE PROGRAM 27.090200 MISCELLANEOUS HEALTH OCCUPATIONS EDUCATION

INCLUDE HERE PROGRAMS NOT ELSEWHERE CLASSIFIED WHICH PREPARE A PERSON TO PROVIDE SPECIFIED MEDICAL AND HEALTH SERVICES.

USOE PROGRAM 27.090100 ELECTROENCEPHALOGRAPH TECHNICIAN

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO OPERATE ELECTRICAL EQUIPMENT WHICH RECORDS BRAIN WAVES ON A GRAPH TO BE USED BY A MEDICAL PRACTITIONER IN DIAGNOSING BRAIN DISORDERS. INSTRUCTION IN MINOR REPAIRS AND MAINTENANCE OF EQUIPMENT MAY BE INCLUDED. (INCLUDED AS 16030200 ELECTROENCEPHALOGRAPH TECHNICIAN UNDER TECHNICAL EDUCATION.)

DICTIONARY OF OCCUPATIONAL TITLES			GED	S V	PHYSICAL	WORKING	DOT INDUSTRY	SOC	OES	CENSUS
3rd CODE	4th CODE	4th EDITION TITLE	R.M.L	P	DEMANDS	CONDITIONS	CODES	CODE	CODE	CODE
078.368-222	078.362-222	ELECTROENCEPHALOGRAPHIC TECHNO	4 4 4	6	S456	I	573	3690	35212	385

USOE PROGRAM 27.090200 ELECTROCARDIOGRAPH TECHNICIAN

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO OPERATE AN ELECTROCARDIOGRAPH MACHINE, RECORDING ELECTROMOTIVE VIBRATIONS IN THE ACTION OF THE HEART MUSCLE, AND TO PROVIDE DATA FOR DIAGNOSIS AND TREATMENT OF HEART AILMENTS BY A PHYSICIAN. INSTRUCTION IN MINOR REPAIRS AND MAINTENANCE OF EQUIPMENT MAY BE INCLUDED.

DICTIONARY OF OCCUPATIONAL TITLES			GED	S V	PHYSICAL	WORKING	DOT INDUSTRY	SOC	OES	CENSUS
3rd CODE	4th CODE	4th EDITION TITLE	R.M.L	P	DEMANDS	CONDITIONS	CODES	CODE	CODE	CODE
27	078-218	078.362-218 ELECTROCARDIOGRAPH TECHNICIAN	4	6	L46	I	573	3690	35011	385

USOE PROGRAM 27.090322 INHALATION THERAPY

PREPARATION INCLUDES A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO PERFORM PROCEDURES AND OPERATE AND MAINTAIN EQUIPMENT USED IN SUPPORTING RESPIRATORY FUNCTIONS, INCLUDING THE ADMINISTRATION OF OXYGEN AND OTHER SUSTAINING GASES, AS DIRECTED BY A PHYSICIAN.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
079.368-218	079.361-010	RESPIRATORY THERAPIST	4 3	3 6	L46	I7	573	3232	25542	275

USOE PROGRAM 27.090402 MEDICAL ASSISTANT (ASSISTANT IN A PHYSICIAN'S OFFICE)

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO PERFORM FUNCTIONS AND FOLLOW PROCEDURES CONCERNED WITH DIAGNOSIS AND TREATMENT OF PATIENTS IN A PHYSICIAN'S OFFICE. INSTRUCTION INCLUDES PHYSICAL EXAMINATIONS, LABORATORY TESTS, X-RAYS, MEASUREMENTS, AND MEDICATIONS.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
079.368-222	079.367-210	MEDICAL ASSISTANT	4 4	4 6	L45	I	573	5233	44881	925

USOE PROGRAM 27.090520 CENTRAL SUPPLY TECHNICIAN

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ADJUST, CLEAN, STERILIZE, AND ASSEMBLE HOSPITAL EQUIPMENT, SUPPLIES, AND INSTRUMENTS ACCORDING TO PRESCRIBED PROCEDURES AND TECHNIQUES. ALSO INCLUDED IN INSTRUCTION ARE INSPECTION, EVALUATION AND RECOMMENDATION FOR PURCHASE OF EQUIPMENT AND MATERIALS, AND DISTRIBUTION AND INVENTORY.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
223.387-212	381.687-018	CENTRAL-SUPPLY WORKER	2 1	2 3	L46	I	573	4744	44825	762

USOE PROGRAM 27.090602 HEALTH AIDE

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO SERVE A LIAISON BETWEEN PROFESSIONAL HEALTH WORKERS AND THE RECIPIENTS OF HEALTH SERVICES. INSTRUCTION EMPHASIZES BASIC UNDERSTANDING OF BIOLOGY, COMMUNICABLE DISEASES, ENVIRONMENTAL HEALTH, PERSONAL HYGIENE, INFANTS, MEDICINES, AND FAMILY AND COMMUNITY RESOURCES.

USOE PROGRAM 07.090722 MEDICAL EMERGENCY TECHNICIAN

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE TECHNICIANS TO BECOME MEMBERS OF THE HEALTH TEAM, RESPONSIBLE TO PROFESSIONAL MEMBERS, QUALIFIED TO (A) RESPOND TO MEDICAL EMERGENCY CALLS, (B) EVALUATE THE NATURE OF THE EMERGENCIES, (C) TAKE APPROPRIATE PROMPT ACTION TO REDUCE THE MEDICAL HAZARDS TO THE RECEIVING STATION, AND (D) SERVE AS TECHNICAL ASSISTANT TO THE EMERGENCY-ROOM STAFF OF GENERAL HOSPITALS.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
354.878-210	354.677-210	FIRST-AID ATTENDANT	3 2 3	3	L456	I	138	5236	35013	925
355.878-210	355.374-212	AMBULANCE ATTENDANT	3 2 3	2	V234	I	573	5233	55V06	922
355.878-226	355.677-014	HOSPITAL ENTRANCE ATTENDANT	2 1 2	2	M345	I	573	5254	44803	925

USOE PROGRAM 07.090800 FOOD SERVICE SUPERVISOR

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO UNDERSTAND THE NATURE OF NUTRITIONAL DISEASES AND THE IMPORTANCE OF CONTROLLED DIETS IN THE TREATMENT OF PATIENTS WITH SUCH DISEASES IN A HOSPITAL OR OTHER HEALTH INSTITUTION UNDER THE SUPERVISION OF A DIETITIAN. INSTRUCTION INCLUDES INSPECTION OF SPECIAL TRAYS AND EVALUATION OF PATIENTS' RESPONSE TO DIETS.

USOE PROGRAM 07.090900 MORTUARY SCIENCE

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO PERFORM THE SANITARY AND EMBALMING PREPARATIONS FOR INTERMENT IN CONFORMITY WITH LEGAL REQUIREMENTS.

DICTIONARY OF OCCUPATIONAL TITLES 3rd CODE	4th CODE	4th EDITION TITLE	GED R.M.L	S V P	PHYSICAL DEMANDS	WORKING CONDITIONS	DOT INDUSTRY CODES	SOC CODE	OES CODE	CENSUS CODE
168.267-274	168.267-278	MORTICIAN INVESTIGATOR	4 3 4	6	L56	I	425	1172	10031	215
339.361-010	339.371-014	EMBALMER	4 4 4	7	H346	I67	674	3990	25437	155
339.361-010	339.361-018	MORTUARY BEAUTICIAN	3 2 2	6	M46	I67	674	5269	44899	933

USOE PROGRAM 07.091000 ORTHOPEDIC ASSISTING

A COMBINATION OF SUBJECT MATTER AND EXPERIENCES DESIGNED TO PREPARE A PERSON TO ASSIST AN ORTHOPEDIC SPECIALIST IN PRESERVING, RESTORING, AND DEVELOPING THE FORM AND FUNCTION OF THE EXTREMITIES, SPINE, AND ASSOCIATED STRUCTURES BY MEDICAL, SURGICAL, AND PHYSICAL METHODS.

USOE PROGRAM 07.090000 HEALTH OCCUPATIONS EDUCATION, OTHER

INCLUDE HERE OTHER SUBJECT MATTER AND EXPERIENCES EMPHASIZED IN HEALTH OCCUPATIONS EDUCATION WHICH ARE NOT LISTED OR CLASSIFIABLE ABOVE. (SPECIFY.)

Job Descriptions

for

Hospitals

PHARMACY HELPER

prepackage clerk

JOB DUTIES

Assists PHARMACIST to perform routine duties in hospital pharmacy: Unpacks and stores supplies, verifies items received against invoices, and stores perishables such as antibiotics in refrigerators. Checks invoices against orders to make sure all items are received and charges are correct. Maintains inventory of supplies and prepares orders for new supplies as requested by PHARMACIST. Delivers supplies to various hospital departments, as needed; maintains records showing their disposition.

Fills containers with medications apportioned by machine and hand from bulk-manufactured or purchased quantities, prints labels by machine, and affixes labels to containers for use in hospital pharmacy or nursing units. Following written work orders, fills positioned vials, by pouring bulk supply of capsules into hopper of machine counter, turning dials to set speed and count, and depressing switch to activate machine; caps vials and separates for labeling. Reviews work order to determine types of labels and wording to be imprinted on labels. Registers preparation of labels in logbook to keep record of labels printed and to obtain control number and code date for labels. Prints labels on table model printer, affixes labels to filled vials, and delivers them to pharmacy or store room as listed on work order. (Each step is supervised by PHARMACIST.)

Pours liquids into measured glass or plastic containers, or spoons salves or ointments, using spatulas to fill containers. Caps, seals, labels, and delivers to pharmacy or store room.

Performs miscellaneous duties in pharmacy, such as keeping work area in clean and orderly condition, cleaning equipment, running errands, and operating still to produce distilled water.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Typewriter, label printer, automatic counter, and sorter for capsuled drugs.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation with some clerical and science courses desirable. No previous experience necessary.

Up to 3 months' on-the-job training to learn specific requirements of the job.

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WORKER TRAITS

Aptitudes: Numerical ability is required to be able to total price lists and inventories quickly and accurately.

Near-visual acuity is required to perceive pertinent details on work orders, in setting up machines, checking printed labels, and compiling records on production.

Clerical perception is required to be able to detect errors or omissions on order forms or inventories, to verify production against work order, and to proofread labels and orders.

Interests: A preference for routine, organized activities concerned with things and objects, such as pharmaceutical supplies.

Temperaments: Ability to perform short-cycle and repetitive activities such as preparing labels and counting pills requiring exact accuracy in all details.

Adapted to working under direct supervision.

Physical Demands and Working Conditions: Work can be heavy, with occasional lifting and carrying of cartons weighing 50 to 100 pounds.

Ocassional climbing to store and retrieve supplies.

Stooping, kneeling, and crouching when unpacking supplies.

Handling and fingering of drugs, labels, and supplies.

Near-visual acuity for machine setting and accuracy checks.

Works inside.

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: PHARMACIST.

Promotion from: No formal line of promotion. This may be an entry job.

Promotion to: No formal line of promotion.

PROFESSIONAL AFFILIATIONS

None.

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SURGICAL TECHNICIAN

scrub technician

JOB DUTIES

Performs a variety of duties in an operating room to assist the surgical team:

Assists surgical team during operative procedure. Changes into operative clothing, scrubs hands and arms, puts on sterile gown and gloves. Arranges sterile setup for operation. Passes instruments, sponges, and sutures to surgeon and surgical assistants. Assists circulating nurse to prepare patient for surgery. May assist in positioning patient in prescribed position for type of surgery to be performed. May assist in preparation of operative area of patient. May assist the ANESTHESIOLOGIST during administration of anesthetic. Adjusts lights and other equipment as directed. Assists other team members, upon completion of surgery, in moving patient onto wheeled stretcher for delivery to the recovery room. Assists in cleanup of operating theater following operation including disposal of used linen, gloves, instruments, utensils, equipment, and waste.

May count sponges, needles, and instruments used during operation. May prepare operative specimens, place in preservative solution, and deliver to laboratory for analysis. May record data on patients' record data sheets.

May be required to work rotating shifts.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Instruments and operating room equipment.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation or equivalent. Some employers prefer graduation from a recognized 1-year practical nurse program.

Hospital-conducted on-the-job training in operating room techniques.

WORKER TRAITS

Aptitudes: Verbal ability is required to use and understand medical terminology to fulfill quickly and accurately surgeon's and nurse's instructions.

Motor coordination is required for rapid and accurate movements of body and hands in response to visual and audio stimuli.

Interests: A preference for performing services of benefit and help.

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A preference for working with scientific objects used to aid people.

Temperaments: Ability to perform a variety of duties in the operating room under supervision.

Capable of attaining set standards of asepsis and antisepsis techniques.

Physical Demands and Working Conditions: Work is of medium demand. Standing and walking during tour of duty.

Assists in lifting patients onto operating table and carrying instruments and supplies.

Reaching, handling, and fingering instruments during surgery and in sterilizing equipment.

Hearing to understand verbal instructions.

Near-visual acuity to distinguish between different instruments.

Works inside. While certain anesthetics are explosive, they are not critical because of safety measures taken.

JOB RELATIONSHIPS

Workers supervised: None.
Supervised by: NURSE, STAFF.
Promotion from: No formal line of promotion.
Promotion to: No formal line of promotion.

PROFESSIONAL AFFILIATIONS

None.

FILE CLERK, MEDICAL RECORDS

JOB DUTIES

Files and retrieves medical records and loose reports of hospital and clinic patients; maintains a signout system of records and an updated index file of patients; and services patients' index for identifying patient by record number:

Routinely checks for the existence of any prior medical record of every patient admitted as an inpatient or as an outpatient. Retrieves any prior record for inclusion with current record. May type index card from source reference sheet. Updates patients' index file by filing new cards or recording additional data on existing cards and audits patients' index for any misfiles. Notes on index card when record is pulled and to which medical unit or physician it is being sent. Files cards according to established filing system.

Files medical records by established numbering system and rechecks filing for proper location on filing shelves.

Answers inquiries from hospital departments regarding existence and whereabouts of medical records on specified patients. Repairs or replaces worn or torn folders and may issue file folder on new admissions and dispatches them to patient care areas. Routinely retrieves records of patients scheduled for admission to clinic or hospital.

Follows established procedures for dispatching medical records to other areas of the hospital.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Typewriter, telephone, card index file.

EDUCATION, TRAINING, AND EXPERIENCE

High school or vocational school graduation with some business training preferred.

Employers will accept applicants without experience.

Up to 1 month's on-the-job training in exact details of medical record procedures is provided.

WORKER TRAITS

Aptitudes: Clerical perception is required to perceive differences in copy, to proofread words and numbers, and to avoid perceptual errors; also for locating names and numbers in index files for retrieving records, and to refile in correct order.

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Finger dexterity is needed to move fingers rapidly in checking and filing index cards and pulling and filing records.

Interests: A preference for activities that are organized and routine and carried out in accordance with established procedures.

Temperaments: Job is marked by repetitive operations, under specific instructions, and carried out in accordance with established coding and filing systems.

Physical Demands and Working Conditions: This work is light with walking standing, and sitting. Frequent stooping; limited climbing to file and retrieve records.

Handling, reaching, and fingering involved in processing index cards and record files.

Works inside.

JOB RELATIONSHIPS

Workers supervised: None.
Supervised by: MEDICAL-RECORD LIBRARIAN.
Promotion from: No formal line of promotion. This may be an entry job.
Promotion to: If hospital is large enough, to a File Supervisor or to MEDICAL-RECORD CLERK.

PROFESSIONAL AFFILIATIONS

None.

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WARD CLERK

floor clerk
nursing station assistant

JOB DUTIES

Performs general clerical duties by preparing, compiling, and maintaining records in a hospital nursing unit:

Records name of patient, address, and name of attending physician on medical record forms. Copies information, such as patients' temperature, pulse rate, and blood pressure, from nurses' records. Writes requisitions for laboratory tests and procedures such as basal metabolism, X-ray, EKG, blood examinations, and urinalysis. Under supervision, plots temperature, pulse rate, and other data on appropriate graph charts. Copies and computes other data, as directed, and enters on patients' charts. May record diet instructions. Keeps file of medical records on patients in unit. Routes charts when patients are transferred or dismissed, following specified procedures. May compile census of patients.

Keeps record of absences and hours worked by unit personnel. Types various records, schedules, and reports and delivers them to appropriate office. May maintain records of special monetary charges to patient and forward them to the business office. May verify stock supplies on unit and prepare requisitions to maintain established inventories. Dispatches messages to other departments or to persons in other departments and makes appointments for patients' services in other departments as requested by nursing staff. Makes posthospitalization appointments with patients' physicians. Delivers mail, newspapers, and flowers to patients.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Office supplies and equipment.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation or equivalent, including courses in English, typing, spelling, and arithmetic, or high school graduation supplemented by commercial school course in subjects indicated.

No previous experience is required.

On-the-job training in practices and procedures of the hospital and certain medical terminology.

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WORKER TRAITS

Aptitudes: Verbal ability is necessary for understanding procedure routines and instructions.

Numerical ability is needed to make accurate computations of patients' and other data.

Clerical perception is necessary to perceive and maintain detail in entering data on patients' charts and to avoid errors in arithmetic.

Interests: A preference for established routine in keeping patients' charts, preparing schedules, and verifying supplies.

Temperaments: Ability to carry out repetitive operations, under specific instructions and in accordance with established procedures.

Physical Demands and Working Conditions: Work is sedentary. Occasionally walks about ward and to and from other departments.

Reaching for and handling charts, reports, and other office supplies.

Talking and hearing when receiving instructions and conversing on telephone.

Near-visual acuity to record information accurately.

Works inside.

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: WARD SERVICE MANAGER or nurse in charge of unit or ward in which work is performed.

Promotion from: This is usually an entry job.

Promotion to: No formal line of promotion. May be promoted to higher grade clerical job for which ability is demonstrated.

PROFESSIONAL AFFILIATIONS

None.

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LINEN-ROOM AIDE

JOB DUTIES

Issues, repairs, stores and inventories hospital bed and table linens to maintain specified level of supply, for all departments of the hospital:

Sorts, counts, and records receipt of soiled linens from various hospital departments. Inspects soiled linens to determine types of repairs needed, such as hand-sewing, thermopatching, or reinforcing by using electric sewing machine. Sets aside linen not repairable for salvage use as cleaning rags. Sorts and places linens into hampers, identified as to type of laundering required, for transporting to laundry department.

Sorts, inspects, counts, and records laundered items received from laundry finishing department before storing on shelves or filling department requisitions. Sets aside for relaundering and refinishing any items not meeting standards. Fills departmental requisitions by counting out and assembling into individual piles linen items identified by departmental stamp. Secures assembled piles into bundles by tying with tapes and placing in hampers or on carts for delivery to designated departments.

May mend rips, tears, and thin spots in bed and table linens, either by hand or using electric sewing machine, or patch by using thermopatch machine and press-on tape.

Inventories linen items periodically, to determine replacement needs in order to maintain adequate supply. Prepares requisition for new items. Identifies newly received linens according to department, using a rubber stamp. This job may be assigned to the Laundry Department.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Record forms (stock requisition), hand sewing equipment, electric sewing machine, thermopatch machine.

EDUCATION, TRAINING, AND EXPERIENCE

Elementary school education required to perform simple addition and subtraction, and to follow simple written and oral instructions.

Requires knowledge to operate an electric sewing machine. Worker receives from supervisor up to 3 months' on-the-job training in linen room procedures and record keeping.

WORKER TRAITS

Aptitudes: Numerical ability required to perform simple arithmetic calculations [illegible] supplies.

Spatial perception is required to position press-on patches adequately over damaged spot and to sew on materials by hand with needle and thread or by use of electric sewing machine.

Manual dexterity is needed to reach for and handle linen room materials, supplies, and equipment such as towels, sheets, and similar linens.

Color discrimination is required to select threads and patches that match repaired linens and to detect grease, soil, and other stains in linen.

Interests: Preference for routine work dealing with counting, sorting, issuing, and mending of linens for hospital use.

Temperaments: Ability to perform repeated, standardized tasks of counting, sorting, issuing, and mending of linens, with some initiative and judgment in maintaining records, and in determining salvageability or use of damaged linens.

Physical Demands and Working Conditions: Lifts and carries individual linen items and bundles of departmental linens and supplies weighing up to 30 pounds.

Walks short distances, around linen supply room.

Near-visual acuity to read requisitions and records, and to examine soiled linens for type of repair needed, or laundered linens for presence of soil or stains.

Uses color vision to detect shades in color of thread and to find thin spots in material.

Works inside.

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: HOUSEKEEPING SUPERVISOR or LAUNDRY MANAGER.

Promotion from: No formal line of promotion. This is an entry job.

Promotion to: No formal line of promotion.

PROFESSIONAL AFFILIATIONS

None.

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CENTRAL-SERVICE TECHNICIAN

medical-supply clerk
sterilizer
supply-room helper

JOB DUTIES

Cleans, sterilizes, and assembles equipment, supplies and instruments according to prescribed procedures and techniques, performing all or any combination of the following tasks:

Decontaminates surgical instruments, containers, rubber gloves, syringes, and equipment such as aspirators, croupettes, and oxygen suppliers, using detergents and disinfecting solutions. Sterilizes instruments, equipment, surgical linens, and supplies such as surgical packs, treatment trays, rubber gloves, and syringes, using steam or gas sterilizer or disinfects with antiseptic solutions. Places articles in sterilizer and processes according to the manufacturer's instructions. Operates semiautomatic to automatic sterilizing equipment.

Prepares packs of supplies and instruments, dressing and treatment trays, needles, syringes, and gloves according to designated procedures and wraps, labels, and seals them. Prepares list of contents and affixes list to package or group of packages. Prepares control system for supplies processed.

May gather used supplies from hospital departments and return them after sterilization. May fill requisitions, record charges, and inventory supplies. May prepare standard irrigating solutions according to prescribed formulas.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Equipment and supplies to be sterilized, sterilizers, disinfectant solutions, lists and charts showing methods for sterilizing and assembling supplies.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation is preferred. Some employers prefer training as a LICENSED PRACTICAL NURSE.

Some hospitals offer a formal program for CENTRAL-SERVICE TECHNICIANS.

Previous experience not required.

Up to 6 months' on-the-job training to become familiar with the items handled in the department.

WORKER TRAITS

Aptitudes: Numerical and clerical ability required to assemble correct number of items for dressing and treatment trays and to prepare records and labels.

Manual and finger dexterity necessary to handle various articles for cleaning, sterilizing, and packing.

Color vision is helpful for immediate identification of various articles.

Interests: A preference for working with things and objects to maintain hospital items handled in Central Supply.

A preference for routine and organized activities that deal with cleaning, sterilizing, and assembling hospital sterile supplies.

Temperaments: Adaptable to perform repetitive, short-cycle operations in handling supplies.

Must be accurate and follow set rules for cleaning, sterilizing, and assembling supplies.

Ability to work with others in actual job duties.

Physical Demands and Working Conditions: This work is of medium demand involving lifting trays and other articles weighing up to 20 pounds.

Walking and standing for long periods.

Pushing sterilizer carts loaded with solutions or sterile supplies.

Reaching for, handling, and fingering hospital articles such as trays, syringes, hypodermic needles, surgical packs, and autoclave parts.

Near-visual acuity required to examine articles and place them in specified order on trays, and in matching items with specified receptacles.

Works inside.

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: DIRECTOR, CENTRAL SERVICE.

Promotion from: No formal line of promotion. This may be an entry job.

Promotion to: No formal line of promotion. May be promoted to Chief Central-Supply Technician.

PROFESSIONAL AFFILIATIONS

None.

MEDICAL-RECORD CLERK

JOB DUTIES

Assembles, and reviews for completeness, medical records of patients discharged from the hospital, and compiles data from medical records for periodic and statistical reports:

Assembles content of the medical record into established order for permanent filing. Reviews inpatient and emergency room records to insure that required reports and signatures are included in the record. Notes deficiencies to be completed by physician or other professional staff. Insures receipt of all records of patients discharged from hospital, by checking the list of discharged patients. Corrects daily census report if there are errors on the discharge listing. Maintains surveillance of incomplete records and prepares report of delinquent physicians. Maintains followup until records are completed and received.

Compiles periodic and statistical reports from records and other data, such as census reports and discharge service analysis. Maintains a death log.

May assist with coding. Records diagnoses and operations on specified forms for use in completing hospital insurance billing forms. May prepare and process birth certificates.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Adding machine and copying equipment.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation with commercial course; courses in typing, filing, office methods, and business English.

Related office experience may be substituted for 1 to 2 months' on-the-job training.

Three to 6 months' on-the-job training to become familiar with hospital recordkeeping system and to comprehend pertinent medical terminology.

WORKER TRAITS

Aptitudes: Verbal ability is required to read and understand medical terminology, to read and understand written reports, and to abstract pertinent information from records.

Numerical ability is required to compile, interpret, and utilize statistical data.

Clerical perception is required to spot pertinent detail in material and to avoid errors in computation.

Interests: A preference for routine, concrete, organized work which is carried out in relation to set processes and techniques.

Temperaments: Adapted to the work of sorting, filing, and assembling charts, notes, and orders which is repetitive and short-cycle.

Disposition to follow established patterns and procedures in assembling, reviewing, and indexing medical records and in compiling statistical reports.

Physical Demands and Working Conditions: Sedentary work, at desk most of time. Use of hands and arms necessary for frequent reaching, handling, and fingering of reports, files, and index cards, and in limited photostating and typing activities.

Near-visual acuity is necessary for close work where accuracy is most important.

Works inside.

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: MEDICAL-RECORD LIBRARIAN.

Promotion from: No formal line of promotion. This may be an entry job.

Promotion to: No formal line of promotion. If hospital is large enough, may be promoted to a Section Supervisor.

PROFESSIONAL AFFILIATIONS

None.

MEDICAL-RECORD TECHNICIAN

chart analysis clerk
coding clerk

JOB DUTIES

Prepares statistical reports, codes diseases and operations according to accepted classification, maintains indexes according to established plans and procedures, and takes records to court:

Handles "problem" requests for medical information. Carries out routines of followup systems for patient care. May carry out routines of special projects such as for Cancer Registry. May tabulate simple data from medical records for research or study.

Reviews reports on diseases and surgery performed to assign codes according to International Classification of Diseases and Operations for indexing purposes. Writes assigned codes on face sheet of file and lists case identification data on index card established for the particular disease or surgery to establish proper cross-reference. Types patient's name and other identification data on physician's index card to establish cross-reference between patient files and treating physicians.

May record minutes of medical staff committees.

Represents hospital in court actions where medical records are subpoenaed and testifies with regard to information in records according to hospital policy and State laws governing the release of medical information.

May train and provide orientation for new employees. May supervise filing area and MEDICAL-RECORD CLERK.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Typewriter, transcribing machine, and record forms.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation plus graduation from an accredited school for Medical-Record Technicians conducted by the hospital (9 months' training course) or successful completion of the correspondence course for medical-record personnel conducted by the American Association of Medical-Record Librarians (approved home study course).

Becomes an accredited Medical-Record Technician following successful completion of accreditation examination.

WORKER TRAITS

Aptitudes: Verbal ability is needed to read and understand written medical reports, to abstract pertinent information from records, and to provide meaningful information by telephone or letter in replying to inquiries.

Numerical and clerical ability is needed to compile, interpret, and utilize data for coding files, making indexes, and drafting statistical reports.

Interests: A preference for scientific and technical activities in reviewing medical reports, coding to classifications, and preparing technical abstracts and reports from files.

Temperaments: Capability to evaluate information in medical reports against verifiable criteria (classifications) in coding, indexing, and abstracting records.

Adaptable to work to set standards in checking records for completeness and accuracy and in coding, indexing, and filing records.

Physical Demands and Working Conditions: This work is sedentary.

Frequent reaching, handling, and fingering of records, index cards, and typing.

Works inside.

JOB RELATIONSHIPS

Workers supervised: May supervise file clerks and MEDICAL-RECORD CLERK.

Supervised by: MEDICAL-RECORD LIBRARIAN.

Promotion from: No formal line of promotion.

Promotion to: No formal line of promotion. Some hospitals employ several levels of MEDICAL-RECORD TECHNICIANS and promotion is from lower to higher level through addition of administrative and supervisory duties.

PROFESSIONAL AFFILIATIONS

American Association of Medical Record Librarians
211 East Chicago Avenue
Chicago, Ill. 60611

HOUSEKEEPING AIDE

discharge aide
hospital maid

JOB DUTIES

Performs simple repetitive tasks in maintaining an assigned area of the hospital in a sanitary, orderly, and attractive condition:

After receiving daily cleaning assignment, selects materials and supplies from utility and linen supply rooms, loads service cart, and transports to work area. At end of shift, returns unused supplies to utility room, leaves soiled linens and trash in designated areas, and cleans cart and equipment.

Cleans assigned areas by washing furnishings, floors, and equipment with special cleaning solutions and disinfectants to prevent spread of disease. Uses dust cloths and vacuum cleaner to dist window sills, blinds, floors, furniture. Empties ashtrays and trash baskets and arranges furniture and equipment in an orderly fashion. Makes beds with clean linen in prescribed manner. Scours and polishes sinks, tubs, mirrors, and similar equipment, replenishing supplies of soap, towels, and other dispensable items. Requests help in moving heavy furniture and in turning mattresses. Notifies supervisor when supplies are low. Reports any mechanical failures or negative conditions as observed in assigned area for preparation of work order for maintenance.

May be assigned permanently to a specific area such as wards, offices, or surgery. May keep utility and linen supply room in good order. May work as member of a team.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Cleaning equipment such as mops, buckets, cleaning solutions, vacuum cleaner, utility cart.

EDUCATION, TRAINING, AND EXPERIENCE

Should be able to follow oral and written instructions. No formal experience is required for this job.

On-the-job training is provided.

WORKER TRAITS

Aptitudes: Manual dexterity is needed to work with hands and arms when performing such tasks as scouring sinks, furnishings, and equipment, and polishing mirrors, dusting furniture, and mopping floors.

things and objects is necessary.

Temperaments: Able to perform a variety of housecleaning functions under specific instructions and with very little need for individual judgment in working out problems.

Adapted to repetitive cleaning operations throughout the workday.

Physical Demands and Working Conditions: Work is light, with considerable walking and standing.

Kneels and crouches in performing such cleaning functions as washing bathroom fixtures.

Lifts and carries bed and bathroom linens weighing up to 10 pounds.

Reaches and handles, using hands and arms, when performing cleaning chores.

Visual acuity needed when cleaning, dusting, and polishing to make sure that work is being done correctly.

Works inside. Hands are frequently in contact with water and cleaning solutions.

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: HOUSEKEEPING SUPERVISOR or may be under direct supervision of nurse in charge of area to which assigned.

Promotion from: No formal line of promotion. This may be an entry job.

Promotion to: No formal line of promotion.

PROFESSIONAL AFFILIATIONS

None.

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NURSING AIDE

nurse aide
nursing assistant

JOB DUTIES

Performs various patient care activities and related nonprofessional services necessary in caring for the personal needs and comfort of patients:

Answers signal lights and bells to determine patients' needs. Bathes, dresses, and undresses patients and assists with personal hygiene to increase their comfort and well-being. May serve and collect food trays, feed patients requiring help, and provide between-meal nourishment and fresh drinking water, when indicated. Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk. Drapes patients for examinations and treatments; remains with patients, performing such duties as holding instruments and adjusting lights. Takes and records temperatures, pulse, respiration rates, and food intake and output, as directed. May apply ice bags and hot water bottles. Gives alcohol rubs. Reports all unusual conditions or reactions to nurse in charge. May assemble equipment and supplies in preparation for various diagnostic or treatment procedures performed by physicians or nurses.

Tidies patients' rooms and cares for flowers. Changes bed linen, runs errands, directs visitors, and answers telephone. Collects charts, records, and reports, delivers them to authorized personnel. Collects and bags soiled linen and stores clean linen. May clean, sterilize, store, and prepare treatment trays and other supplies used in the unit. May be known by unit or section of hospital to which assigned, such as NURSING AIDE, PSYCHIATRIC or NURSING AIDE, NURSERY, where special duties required by patients are performed.

May be required to work rotating shifts.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Nursing supplies and equipment.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation preferred.

Hospital-conducted on-the-job training programs. To work in some departments, additional training is given.

WORKER TRAITS

Aptitudes: Verbal ability is required to communicate with patients and to understand instructions received from nursing staff.

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Manual dexterity is required to move and use hands easily and skillfully while aiding patients and giving treatments.

Interests: A preference for performing services of benefit and help.

Temperaments: Able to perform a variety of activities characterized by change and short duration in caring for patients.

Adapted to working with ill people in carrying out job duties.

Physical Demands and Working Conditions: Work is of medium demand. Standing and walking most of time on duty.

Lifting and pushing patients, carts, and wheelchairs.

Handling, reaching, and feeling when distributing supplies and equipment and checking patients.

Talking and hearing to converse with patients and staff members.

Near-visual acuity for accurate reading of gages and thermometers and for recordings on patients' charts.

Works inside.

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: A member of nursing staff, depending on organization of hospital and unit to which assigned.

Promotion from: This is an entry job in the department of nursing.

Promotion to: No formal line of promotion.

PROFESSIONAL AFFILIATIONS

None.

ORDERLY

nursing assistant, male

JOB DUTIES

Assists nursing service personnel by performing a variety of duties for patients (usually male) and certain heavy duties in the care of the physically or mentally ill and the mentally retarded:

Performs same job duties as NURSING AIDE.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Nursing supplies and equipment.

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation preferred.

Hospital-conducted on-the-job training programs. For work in some departments, additional training is given.

WORKER TRAITS

Aptitudes: Verbal ability is required to communicate with patients and to understand instructions received from nurse.

Manual dexterity is necessary to move hands easily and rapidly when working with small equipment and in aiding patient with personal care.

Interests: A preference for performing services of benefit and help.

A preference for routine and organized activities and working under direct supervision to aid and assist patients.

Temperaments: Ability to perform a variety of repetitive duties involving aid to patients.

Adapted to working with ill people in performing job duties.

Physical Demands and Working Conditions: Work is heavy.

Standing and walking most of time on duty.

Lifting and carrying equipment, supplies, and patients.

Pushing and pulling wheelchairs, wheeled bed, or stretcher.

Reaching, handling, and fingering equipment and supplies when assisting patient.

Talking and hearing for conversing with patients and supervisors.

Works inside. May be member of a team. Care must be exercised when lifting or assisting patients.

420

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: A member of nursing staff, depending on organization of hospital and unit to which assigned.

Promotion from: This is usually an entry job in the department of nursing.

Promotion to: No formal line of promotion.

PROFESSIONAL AFFILIATIONS

None.

Attendant, Physical Therapy 355.878

PHYSICAL THERAPY AIDE

attendant, physical therapy

JOB DUTIES

Prepares patients and equipment for physical therapy, assists PHYSICAL THERAPIST in administering treatments, and performs tasks to maintain department in an orderly condition:

Receives work assignments and data concerning preparation for and performance of tasks from PHYSICAL THERAPIST. Obtains equipment, materials, and supplies from storage areas and positions them appropriately for use. Prepares equipment, such as hydrotherapy tanks, paraffin bath, and hot packs, by filling tanks, checking and adjusting temperature controls, and setting automatic timing devices.

Directs and assists patients to walk or uses wheelchair or stretcher to transfer patients to and from wards or waiting room before and after treatments. Assists patients to dress, undress, and don treatment garments and aids. Assists patients to position themselves or assists PHYSICAL THERAPIST to position patients in, at, or on equipment, devices, or treatment tables. Removes and replaces braces, splints, and slings from patients' bodies before and after treatment. Assists therapist to support patient during ambulation and gait training to prevent injuries from falls. Stops equipment and notifies therapist at completion of prescribed treatment period. Observes patients during treatment and notifies therapist of any distress or malfunctioning equipment.

Changes linen on beds and treatment tables. Cleans equipment, storage shelves, tables, chair, and glassware, after use or periodically, using detergents, soaps, water, and rags. Uses mop to dry area around hydrotherapy tanks after use.

May inventory materials and supplies to determine need for requisitions.

May post patient and treatment data in record book when directed by therapist.

May distribute instruction sheets to patients for home exercises and deliver patients' charts to ward doctors for review.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Such physical therapy devices as: Exercise tables, stationary bicycle, walkers, wheelchairs, practice stairs, mariner's wheel, parallel bars, pulleys and weights, hydrotherapy tanks, lamps, and other physical therapy equipment and apparatus.

C-12

EDUCATION, TRAINING, AND EXPERIENCE

High school graduation, including courses in the biological sciences, is preferred.

Some hospital attendant experience is desirable.

Up to 6 months' on-the-job training in use of various equipment and in department methods and procedures.

WORKER TRAITS

Aptitudes: Verbal ability is necessary to understand oral and written instructions regarding set up and operation of equipment and patient care.

Manual and finger dexterity to adjust equipment.

Body coordination to assist in positioning patient comfortably in, at, or on equipment.

Interests: A preference for routine activities in working with people for their rehabilitation.

Temperaments: Ability to perform a variety of tasks to assist patients and therapist.

Able to work with patients and show tact and consideration to secure cooperation.

Capable of following standard procedures and detailed instructions when assisting patients and setting up equipment.

Physical Demands and Working Conditions: Work is medium. Standing and walking during work shift.

Lifting and carrying equipment. Assists patients into equipment, in moving about, and into and out of clothing.

Visual acuity is necessary to read instructions and charts, control dials or meters, and observe patients who may need assistance during treatment.

Works inside.

JOB RELATIONSHIPS

Workers supervised: None.
Supervised by: PHYSICAL THERAPIST.
Promotion from: No formal line of promotion. This may be an entry job.
Promotion to: No formal line of promotion.

PROFESSIONAL AFFILIATIONS

None.

HOUSEKEEPING ATTENDANT

building service worker
custodian
houseman
porter

JOB DUTIES

Cleans and services hospital building areas, moves furniture, equipment, and supplies in and around hospital departments, and performs a variety of housekeeping duties, to maintain the hospital in an orderly and sanitary condition:

After receiving instructions as to area and specific work assignment, assembles necessary cleaning supplies and equipment for transporting to the designated area. Depending somewhat upon the size of the hospital, and on the specific assignment, performs any of the following duties:

Sweeps, mops, wet-washes and vacuums floors. Periodically polishes floors using buffing machine and polish.

Washes walls, ceilings, and inside windows, by hand, using water, cleaning solutions, sponge, and cloths. May be called upon to wash outside windows and screens.

Moves furniture for maids to clean rooms and areas. Gathers and disposes of trash; washes wastebaskets and large refuse containers and relines with paper or plastic bags. Cleans lighting fixtures, tops of windows, doorframes, and other high places, using ladder when necessary.

Turns and changes mattresses, sets up traction and bed frames, hangs draperies, Venetian blinds, and shades. May do minor repairs to Venetian blinds and shades.

Washes sinks and other plumbing fixtures, attends to water coolers, and replaces disposables such as towels, soap, and toilet paper.

Collects soiled linens and transports them to laundry; returns clean linens to proper linen closets.

Disinfects areas by scrubbing or spraying. This job may be conbined with GROUNDS KEEPER, WALL WASHER, and WINDOW WASHER.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

House cleaning handtools and supplies, ladders, floor cleaning and polishing machines, wet and dry vacuums, wall washing machines, handtrucks and dollies.

Usual requirements are to speak, read, write, and be able to follow instructions.

Some experience is helpful, but not always required. An inexperienced worker needs 1 to 3 months' on-the-job training under the direction of the housekeeping supervisors. It takes an experienced worker approximately 2 weeks to become familiar with duties and the hospital area.

WORKER TRAITS

Aptitudes: Must have manual ability to perform such tasks as mopping, buffing, polishing, scrubbing, and moving furniture.

Interests: Preference for routine, repetitive activities, with due consideration for patients, visitors, and staff.

Temperaments: Ability to perform repetitive cleaning operations throughout the workday, under specific instructions with little need for individual judgment in working out job problems.

Physical Demands and Working Conditions: Work is moderately heavy, involving lifting 50 pounds maximum, with frequent lifting and carrying of objects weighing up to 25 pounds.

Considerable walking and standing.

Pushing and pulling of mops, brooms, and electric and battery powered equipment.

Occasional stooping, kneeling, and crouching in disposing of refuse, mopping floors, and cleaning hospital fixtures, also requiring frequent reaching, handling, and fingering.

Works inside, except for occasional outside window washing and sweeping of walks.

May be in frequent contact with water and strong cleaning and disinfecting solutions.

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: HOUSEKEEPING CREW LEADER or HOUSEKEEPING SUPERVISOR.

Promotion from: No formal line of promotion. This may be an entry job.

Promotion to: HOUSEKEEPING CREW LEADER.

PROFESSIONAL AFFILIATIONS

None.

C-13

DARKROOM ATTENDANT

JOB DUTIES

Develops exposed X-ray film to produce roentgenographs, using either an automatic developing machine or a series of standard solutions and water baths:

Tends automatic equipment which develops exposed X-ray film. Removes film from holder; positions film or plate on machine feeder, which carries it through developing, fixing, and washing solutions and drier, dropping processed film into holding tray. Verifies temperature of solutions with photographic thermometer and adjusts to optimum processing temperatures.

Or, develops film (certain types such as dental films cannot be developed by machine) by immersing in developing solution, water bath, fixing solution, and final water bath for specified times for each type of film. Places film in drying cabinet or suspends in a rack to dry. May mix solutions.

Performs related duties such as: Reloading film and plate holders; delivering roentgenographs to RADIOLOGIC TECHNOLOGISTS or physicians; making copies of X-ray film using a duplicating machine; replenishing medical supplies in X-ray room; may mark identification symbols on film; and make minor adjustments to equipment.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Automatic X-ray developing machine, chemical solutions, and processing tanks.

EDUCATION, TRAINING, AND EXPERIENCE

Some institutions require high school education or equivalent.

No experience is required, and training will range from 1 week to 2 months, depending on number of machines and kinds of equipment worker will use and additional related tasks he is expected to perform.

WORKER TRAITS

Aptitudes: Verbal ability is necessary to understand written or oral instructions pertaining to machine operation and hand developing of X-rays.

Manual and finger dexterity for loading and unloading film cases.

Interests: A preference for routine, organized activities involved in processing of X-ray films and plates.

Temperaments: Ability to carry out repetitive short-cycle operations when feeding automatic developer or processing film by hand.

Physical Demands and Working Conditions: Work is light. Standing most of the time.

Reaching for, handling, and fingering films, film racks, holders, timers, and machine controls.

Works inside, most of the time in a darkroom.

JOB RELATIONSHIPS

Workers supervised: None.

Supervised by: RADIOLOGIC TECHNOLOGIST, CHIEF.

Promotion from: No formal line of promotion. This may be an entry job.

Promotion to: No formal line of promotion. May qualify to enter hospital's school for RADIOLOGIC TECHNOLOGIST if worker passes entrance examination and has adequate academic background.

PROFESSIONAL AFFILIATIONS

Projections of Employment

by Industry and Occupation

1980 – 1985

California

TABLE 3 - DETAILED OCCUPATIONAL EMPLOYMENT, CURRENT AND ANTICIPATED BY INDUSTRY DIVISION FOR CALIFORNIA

LINE NUMBER	OCCUPATIONAL CATEGORY	TOTAL ALL INDUSTRIES		AGRICULTURE, FORESTRY FISHERIES		MINING		CONSTRUCTION		MANUFACTURING	
		1980	1985	1980	1985	1980	1985	1980	1985	1980	1985
38	MEDICAL WORKERS, EXC TECH	277763	316777	3162	3334	20	29	22	28	1655	2100
39	CHIROPRACTORS	5333	6217	0	0	0	0	0	0	0	0
40	DENTISTS	16570	20093	0	0	0	0	0	0	35	51
41	DIETITIANS	5068	5416	7	0	0	0	0	0	25	26
42	OPTOMETRISTS	6544	7876	0	0	0	0	0	0	0	0
43	PHARMACISTS	13495	15851	0	0	0	0	0	0	109	145
44	PHYSICIANS, MD OSTEOPATHS	58579	68260	4	0	0	0	0	0	253	407
45	PODIATRISTS	2163	2517	0	0	0	0	0	0	0	0
46	REGISTERED NURSES	142920	161086	20	0	20	29	22	28	1218	1459
47	THERAPISTS	19944	23443	0	0	0	0	0	0	0	0
48	VETERINARIANS	3700	4157	3131	3334	0	0	0	0	14	20
49	OTHER MEDICAL AND HEALTH	1927	2259	0	0	0	0	0	0	0	0
50	HEALTH TECHNOL AND TECH	63892	74184	98	71	3	0	0	0	1175	1298
51	CLINICAL LAB TECHNOL, TECH	25184	29349	9	7	0	0	0	0	63	87
52	DENTAL HYGIENISTS	6205	8986	0	0	0	0	0	0	33	56
53	HEALTH RECORD TECHNOL, TECH	1942	2188	0	0	0	0	0	0	0	0
54	RADIOLOGIC TECHNOL, TECH	13012	15232	0	0	0	0	0	0	5	0
55	THERAPY ASSISTANTS	496	547	0	0	0	0	0	0	2	0
56	OTHER HEALTH TECHNOL, TECH	17052	17902	89	64	3	0	0	0	1041	1155
411	HEALTH SERVICE WORKS	183260	214297	133	95	0	0	4	0	111	101
412	DENTAL ASSISTANTS	30560	37257	0	0	0	0	0	0	0	0
413	HEALTH AIDES, EXCEPT NURS.HO	34872	42006	99	67	0	0	0	0	20	23
414	HEALTH TRAINEES	565	326	0	0	0	0	0	0	0	0
416	NURSES AIDES, ORDERLIES	79726	88937	25	8	0	0	4	0	74	132
417	LVN (LIC VOC NURSES)	37537	45771	8	0	0	0	0	0	18	27

OCCUPATIONAL CATEGORY	TRANSPORTATION, COMMUNICATIONS, AND UTILITIES		TRADE		FINANCE, INSURANCE, AND REAL ESTATE		SERVICES		PUBLIC ADMINISTRATION	
	1980	1985	1980	1985	1980	1985	1980	1985	1980	1985
MEDICAL WORKERS, EXC TECH	317	397	12162	13908	312	413	254937	292065	3176	4504
CHIROPRACTORS	0	0	0	0	0	0	5333	6217	0	0
DENTISTS	0	0	21	10	0	0	16382	19851	132	181
DIETITIANS	0	0	310	410	0	0	4655	4837	91	143
OPTOMETRISTS	0	0	245	277	0	0	6299	7599	0	0
PHARMACISTS	0	0	11144	12665	0	0	2093	2337	148	253
PHYSICIANS, MD OSTEOPATHS	17	22	115	147	54	67	57386	66330	750	1287
PODIATRISTS	0	0	0	0	0	0	2163	2517	0	0
REGISTERED NURSES	300	375	229	293	214	287	139711	157076	1184	1549
THERAPISTS	0	0	94	106	44	59	19077	22400	729	877
VETERINARIANS	0	0	2	0	0	0	412	591	141	213
OTHER MEDICAL AND HEALTH	0	0	0	0	0	0	1927	2259	0	0
HEALTH TECHNOL AND TECH	111	101	223	238	10	0	61659	71358	643	1116
CLINICAL LAB TECHNOL, TECH	14	15	50	54	0	0	24777	28746	271	440
DENTAL HYGIENISTS	0	0	0	0	0	0	6160	8913	12	17
HEALTH RECORD TECHNOL, TECH	0	0	0	0	0	0	1935	2188	7	0
RADIOLOGIC TECHNOL, TECH	6	0	0	0	0	0	12965	15190	37	41
THERAPY ASSISTANTS	0	0	4	0	0	0	488	527	2	0
OTHER HEALTH TECHNOL, TECH	91	86	170	184	10	0	15335	15795	313	618
HEALTH SERVICE WORKS	69	74	421	487	17	30	181593	212026	916	1403
DENTAL ASSISTANTS	0	0	0	0	0	0	30487	37147	73	110
HEALTH AIDES, EXCEPT NURSING	27	28	330	369	0	0	34271	41378	125	128
HEALTH TRAINEES	0	0	0	0	0	0	565	326	0	0
NURSES AIDES, ORDERLIES	33	46	82	123	0	0	78929	87619	579	1007
LVN (LIC VOC NURSES)	3	0	9	0	17	30	37341	45556	192	158

Telephone

Yellow Pages Categories

Health Services

YELLOW PAGES CATEGORIES

Chiropractic Doctors

Dentist

Drugless Practitioners

Optometrists

Osteopathic Physicians

Physicians and Surgeons, MD

Podiatrists

Psychologists

Veterinarians

Clinics

Dental Equipment

Pharmacies

Homes

Hospitals

Nursing Homes

Rest Homes

Sanitariums

Home Health Services

Hospital Equipment

Nurses & Nurse Registries

Nutritionists

Laboratories - Dental

- Medical

Medical Service Organizations

Opticians - Dispensing

Orthopedic Appliances

Orthotists/Prosthetists

Physical Therapy Equipment

Physicians & Surgeons Equipment - Repairing

Physicians & Surgeons Equipment & Supplies

Physicians & Surgeons Information Bureau

Physicians & Surgeons MD

Medical Speciality Guide

Physicians & Surgeons, Osteopathic - D.O.

Psychologist Information Bureaus

Surgical Appliances

Professional Associations

Allied Health

ASSOCIATIONS - ALLIED HEALTH

American Association of Medical Assistants

State of California, Inc.
731 Market Street
San Francisco 94103 (415) 777-2000
Mrs. Patricia Remeto, Secretary

American Physicial Therapy Association

1225 Eighth Street, Suite 395
Sacramento 95814 (916) 446-0069
Clarence W. Hultgren, Executive Director, California Chapter

California Ambulance Association

P. O. Box 182
San Bernardino 92402 (714) 885-8900
Hy Weitzman, Executive Secretary

California Association of Health Career Educators

P. O. Box 8434
Anaheim, CA 92802

California Association of Health Facilities

1401 21st Street, Suite 202
Sacramento 95814 (916) 444-7600
Howard Worley, Executive Vice President

California Association for Health Services at Home

747 East Green Street, Suite 307
Pasadena 91101 (213) 681-7547
Audrey T. Vore, Executive Director

California Association of Homes for the Aging

1107 Ninth Street, Suite 419
Sacramento 95814 (916) 7633
John Regan, Executive Director

California Association of Human Services Technologists

1127 11th Street
Sacramento 95814 (916) 444-2452
William Grimm, Executive Director

California Association of Medical Laboratory Technologists

1624 Franklin Street, Suite 1105
Oakland 94612 (415) 893-5278
Roger Glancy, Executive Director

California Dental Association

P. O. Box 91258
Tishman Airport Center
Los Angeles 90009 (213) 776-4292
Henry L. Ernstthal, Executive Director

California Dietetic Association

10609 Westwood Boulevard, Suite 101
Los Angeles 90024 (213) 479-8228
Lucille Fleming, Executive Secretary

California Health Facilities Commission

Gordon R. Cumming, Acting Director
California Health Facilities Commission
555 Capitol Mall, Suite 525
Sacramento 95815 (916) 322-2810

California Hospital Association Regional Office

Kenneth Uhl
Director California Hospital Association - South
6255 Sunset Boulevard, Suite 816
Los Angeles 90028 (213) 464-8335

James Lanier, Administrator
CHA Unemployment Insurance Program
6255 Sunset Boulevard, Suite 816
Los Angeles 90038 (213) 464-8335

Les Woodcock, Financial Consultants
California Hospital Associations - North
903 Sneath Lane, Suite 121
San Bruno 94066 (415) 871-0633

California Licensed Vocational Nurses' Association, Inc.

1624 Franklin Street, Suite 520
Oakland 94612 (415) 452-4033
Agnes Fortney, Executive Director

California Medical Association

731 Market Street
San Francisco 94102 (415) 777-2000
Willis W. Babb, Executive Director

California Medical Record Association

Lydia M. Daniels, RRA
Manager, Medical Records Department
University of California, San Francisco
Hospitals & Clinics, A - 52
San Francisco 94143

California Nurses' Association

790 Market Street, 5th Floor
San Francisco 94102 (415) 986-2220
Toni Propotnik, President

California Pharmaceutical Association

555 Capitol Mall, Suite 645
Sacramento 95814 (916) 444-7811
Robert C. Johnson, Executive Vice President

California Podiatry Association

26 O'Farrell Street
San Francisco 94108 (415) 781-2387
Robert Johns, DPM, Executive Director

California Society of Pathologists

1225 Eighth Street, Suite 590
Sacramento 95814 (916) 446-6001
Mike Allen, Executive Director

California Society of Radiologic Technologists

16314 Landmark Drive
Whittier 90603 (213) 943-3801
Phyllis J. Baker, CRT, Executive Secretary

California Society for the Treatment of Alcoholism and Other Drug Dependencies

731 Market Street
San Francisco 94103 (415) 777-2000
Gail B. Jara, Administrator

Associations - Allied Health (continued)

California Speech and Hearing Association

2631 Capitol Avenue
Sacramento 95816 (916) 442-4544
Dorothy LaBudde, President

California Specch Pathologist and Audiologists in Private Practice

7349 Topanga Canyon Blvd.
Canoga Park 91303 (213) 883-1381
Vivian Sheehan-M.A., President

California State Psychological Association

2100 Sawtelle Blvd., Suite 201
Los Angeles 90025 (213) 478-5039

California State Respiratory Therapists Association

14901 Valeda Drive
La Mirada 90638
Teresa Hunt, Executive Secretary

Comprehensive Health Planning (State of California)

James W. Gentry, Executive Secretary
Advisory Health Council
714 P Street, Room 1592
Sacramento 95814 (916) 445-2090

Saleem Farag, Ph.D., M.P.H.
Chief, Office of Statewide Health Planning & Development
Department of Health
714 P. Street
Sacramento 95814 (916) 445-1945

Consortium for Nurse Midwives

P. O. Box 1704
Fresno 93717

Inland So. California Psychological Association

700 E. Gilbert Street
San Bernardino 92404 (714) 383-2708
Christopher Ebbe, Ph.D., President

Associations - Allied Health (continued)

Licensed Vocational Nurses' League of California, Inc.

17885 Sky Park Circle Drive
Irvine 92677

National Association for Music Therapists - Western Region

1115 Cayetano Drive
Napa 94558
Joan Feury, President

Northern California Occupational Therapy Association

P. O. Box 3322
San Mateo 94402 (415) 345-1766
Orva Ruth Swenson, Executive Secretary

Northern California State Dental Hygienists Association

220 Montgomery Street, Suite 1405
San Francisco 94104 (415) 391-8080
Donald Burns, Director

Occupational Health Nurse Incorporated

P. O. Box 638
Thousand Palms 93376
Mayrole Snyder, Executive Secretary

Pacific Coast Society of Orthodontists

18 Second Avenue
San Mateo 94401 (415) 344-3795
Raymond Morris, Executive Director

Southern California Dental Assistants Association

P. O. Box 63
La Mirada 90637 (213) 943-8109
Beryl Harris, CDA, President

Southern California Dental Hygienists Association

1411 West Olympic - Suite 501
Los Angeles 90015 (213) 384-3196
Sue McNamara, Contact

Southern California Occupational Therapy Association

5242 Los Bonitos Way
Los Angeles 90027 (213) 465-8953

Central California HSA

James Adair, Executive Director
208 West Main Street, Suite 9
Visalia 93277 (209) 733-8676

East Bay HSA

Edward Leibson, Ph.D., Executive Director
Alameda Contra Costa Health Systems Agency
1322 Webster Street, Suite 210
Oakland 94612 (415) 835-1650

Golden Empire HSA

Charlene Harrington, Ph.D.
Executive Director
650 University Avenue, Suite 104
Sacramento 95825 (916) 929-7872

Inland Counties HSA

Michael E. Bannon, Executive Director
1860 Chicago Avenue - Suites 1 & 3
Riverside 92507
Mailing Address: P.O. Box 5950, Riverside 92517

Los Angeles County, Inc. HSA

Robert Campbell, Director
621 South Virgil Avenue
Los Angeles 90005

Mid-Coast HSA

Alan Samuels, Executive Director
344 Salinas Street
P. O. Box 1068
Salinas 93901 (408) 757-2044

North Bay HSA

Larry Maniscalco, Executive Director
55 Maria Drive, Suite 837
Petaluma 94592 (707) 762-4591

North San Joaquin Valley HSA

James Toner, Executive Director
3460 Oakdale Road, Suite E
Modesto 95355 (209) 529-5080

Northern California HSA

Vic Biswell
P. O. Box 548
Durham 95938 (916) 345-1379

Orange County Health Plan (HSA)

Stanley J. Matek, Executive Director
202 Fashion Lane, Suite 219
Tustin 92680 (714) 832-1841

Santa Clara HSA

Charlessia Hussein, RN, DPH, Executive Director
2220 Moorpark Avenue
San Jose 958128

San Diego & Imperial Counties HSA

A. Russell Lokkeberg, Executive Director
2831 Camino Del Rio South, Suite 204
San Diego 92108

Ventura/Santa Barbara HSA

Claude Martinex, Executive Director
3418 Loma Vista Road, Suite B
Ventura 93003 (805) 664-7128

Letter of Appointment

to

Advisory Committee

LETTER OF APPOINTMENT

SCHOOL OR DISTRICT LETTERHEAD

DATE

Mr. Ad Visory
123 Letsgo
San Ber County, California 92415

Dear Mr. Visory:

Our district is pleased to invite you to participate as a member of the Health Careers Vocational Program Advisory Committee for the 1980-81 school year.

The Advisory Committee functions include making recommendations for the development and improvement of the Health Careers Program and to serve in other advisory capacities as needed.

The first meeting will be held January 30, 1980 at 7:30 pm in Room 124 at the District Office.

Will you indicate your willingness to serve on this committee by signing at the bottom of this letter and returning it to our office. A self-addressed, stamped envelope is enclosed for your convenience. A duplicate of the letter is enclosed for your files.

Please do not hesitate to call me if you have any questions.

Sincerely,

Joe A. Representative

JAR:gbh
Enclosures

I ACCEPT THE COMMITTEE APPOINTMENT

_____
Signature

Advisory Committee

Agenda Format

AGENDA FORMAT

* Call to Order
* Minutes of the previous meeting
* Introduction of guests
* New topics
* Other topics
* Future activities
* Assignments for next meeting
* Date, time, and place of next meeting
* Adjournment

Checklist

for

Advisory Committees

Policies and Procedures

Governing Committees

CHECKLISTS FOR ADVISORY COMMITTEES

POLICIES AND PROCEDURES GOVERNING COMMITTEES

	Yes	No	Need to Check
Does the Board of Education have policies regulating Advisory Committees? If answer is yes, do policies cover:			
Functions of a committee	___	___	___
Methods of selecting members	___	___	___
Number of members	___	___	___
Procedures for replacing members	___	___	___
Length of term a member serves	___	___	___
Continuity of committees by staggering terms in office	___	___	___
Provisions for members succeeding themselves	___	___	___
Relationship of committees to Board of Education, administrators, teachers, and students	___	___	___
Methods of communication between the committee and school personnel.	___	___	___
Representation of school personnel in an ex-officio capacity.	___	___	___
Appointment or election of chairperson.	___	___	___
Procedures for submitting committee recommendations	___	___	___
Permanent or AD-HOC Advisory Committees	___	___	___
Time periods for which members serve	___	___	___

Checklist for

Advisory Committees

Methods of Appointing

and Organizing Committees

METHODS OF APPOINTING AND ORGANIZING COMMITTEES

	Yes	No	Need to Check
Is there a statement of need, goals and objectives established for the committee?			
Are committee members selected on the basis of:			
a. Interest in youth and education	___	___	___
b. Knowledge of community and/or occupation	___	___	___
c. Ability as a business person or employer	___	___	___
d. Willingness to devote time to committee work	___	___	___
e. Representation of interest group or population segment	___	___	___
f. Character and integrity	___	___	___
Are committee members nominated by school staff?	___	___	___
Are committee appointments made by Board of Education?	___	___	___
Can the principal appoint informal Advisory Committee?	___	___	___
Are committee members notified of their appointment by letter?	___	___	___
Are committee members contacted (prior to appointment) by phone or visit of a school representative?	___	___	___
Are committee members provided with information on the specific purposes and the responsibilities of the committee?	___	___	___
Is a school representative assigned as a liaison or ex-officio member of the committee?	___	___	___
Are committee members informed of date and place of meeting three (3) weeks in advance? Is a telephone or card follow-up made before the meetings?	___	___	___
Are agendas prepared for each committee meeting?	___	___	___

Methods of Appointing and Organizing Committees (continued)

	Yes	No	Need to Check
Is the chairperson elected by the committee?	___	___	___
Are provisions made for a secretary?	___	___	___
Are minutes of meetings and recommendations of the committee recorded and distributed to members and school authorities?	___	___	___
Is suitable publicity given to committee activities?	___	___	___
Are subject-matter activities coordinated with Advisory Committee work?	___	___	___

Checklist for

Advisory Committees

Working with Advisory Committees

WORKING WITH ADVISORY COMMITTEES

	Yes	No	Need to Check
Do you feel that services of an Advisory Committee are benefiting the subject-matter program?	___	___	___
Have Advisory Committee activities for your school or program developed community understanding and support for Vocational Education?	___	___	___
Do Advisory Committee members understand what is expected of them?	___	___	___
Do committee members possess adequate knowledge of the philosophy and objectives of the subject-matter programs?	___	___	___
Are members provided information on developments in vocational Education that affect the subject-matter programs?	___	___	___
Have committee members received sufficient orientation to the school, programs and vocational education to function effectively?	___	___	___
Is the committee given sufficient information and an opportunity to study and discuss the issues before making recommendations?	___	___	___
Does committee membership and representation reflect varying or opposing viewpoints which should be taken into consideration?	___	___	___
Are committee members invited to attend school functions?	___	___	___
Are committee meetings conducted in an impartial, parliamentary manner to allow all members to express opinions and give information?	___	___	___
Is the importance of committee members' time recognized through keeping meetings on schedule and directed to the agenda?	___	___	___
Are committee members presented the facts and consulted when changes are made in the subject-matter program?	___	___	___

Working with Advisory Committees (continued)

	Yes	No	Need to Check
Are committees presented with information on the value of Vocational Education and asked for advice and suggestions on projects and activities for student organizations?	___	___	___
Are committee functions selected with care, limited to a reasonable number and within the realm of accomplishment or measurable progress?	___	___	___
Do committee members receive adequate advance notice of meetings and prompt reports of minutes?	___	___	___
Are committee members involved in assignments based on their expertise?	___	___	___
Does the committee chairperson maintain contact with school representative in order to be familiar with school and program developments?	___	___	___
Does the chairperson dominate or allow a school representative or committee member to dominate meetings?	___	___	___
Does committee membership have adequate representation of ethnic minority and economically depressed area groups to reflect the community the school serves?	___	___	___
Are committee members given recognition for contributions in school publications, news releases or by other methods?	___	___	___
Are thank you letters, certificates, or other methods used to express appreciation for services?	___	___	___
Is there a reflection of positive support from administrators and teachers regarding the contribution advisory committees made to educational programs?	___	___	___
Has the Advisory Committee been appointed simply to meet the requirements of legislation?	___	___	___

Advisory Committee

Minutes Format

ADVISORY COMMITTEE MINUTES FORMAT

San Bernardino County Regional Occupational Program

Minutes

Program Advisory Committee

Program Title_____ Date_____

Meeting Time_____ Place_____

School District_____ Chairman_____

Members:

NAME	REPRESENTING

Labor Market Conditions:

Subject Matter Verification:

Other Business:

Thank You Letter

Format

THANK YOU LETTER

SCHOOL OR DISTRICT LETTERHEAD

DATE:

Mr. Ad Visory
123 Letsgo
San Ber County, California 92415

Dear Mr. Visory:

Thank you for your participation on the Health Careers Vocational Program Advisory Committee. Your ideas, input, and enthusiasm were most helpful and have assisted us in making valid changes and improvements in our program.

At the present time, we are in the process of preparing a report on the committee activities and suggestions. A copy will be sent to you upon completion of the report.

Enclosed with this letter is a copy of the Minutes of the last meeting.

Again, I want to thank you for your contribution, time, and effort in serving on this committee.

Sincerely,

Joe A. Representative

JAR:gbh
Enclosure

Standard Industrial

Classification

Health Services

Major Group 80.—HEALTH SERVICES

The Major Group as a Whole

This major group includes establishments primarily engaged in furnishing medical, surgical, and other health service to persons. Associations or groups primarily engaged in providing medical or other health services to members are included, but those which limit their services to the provision of insurance against hospitalization or medical costs are classified in Major Group 63.

Group No. | Industry No.

801 OFFICES OF PHYSICIANS

8011 Offices of Physicians

Establishments of licensed practitioners having the degree of M.D. and engaged in the practice of general or specialized medicine and surgery. Establishments such as group clinics, in which a group of physicians are associated for the purpose of carrying on their profession, are included in this industry. Osteopathic physicians are classified in Industry 8031.

Clinics, operated by groups of physicians
Dispensaries, operated by groups of physicians
Gynecologists, offices of
Neurologists, offices of
Obstetricians, offices of
Oculists, offices of
Ophthalmologists, offices of
Pathologists, offices of
Physicians (M.D.), including specialists: offices of
Plastic surgeons, offices of
Psychiatrists, offices of
Psychoanalysts, offices of
Radiologists, offices of
Surgeons, offices of

802 OFFICES OF DENTISTS

8021 Offices of Dentists

Establishments of licensed practitioners having the degree of D.D.S. (or D.D. Sc.) and engaged in the practice of general or specialized dentistry, including dental surgery.

Dental surgeons, offices of
Dentists, offices of
Orthodontists, offices of

803 OFFICES OF OSTEOPATHIC PHYSICIANS

8031 Offices of Osteopathic Physicians

Establishments of licensed practitioners engaged in the practice of general or specialized osteopathy.

Osteopathic physicians, offices of

804 OFFICES OF OTHER HEALTH PRACTITIONERS

8041 Offices of Chiropractors

Establishments of licensed practitioners engaged in the practice of chiropraxis.

Chiropractors, offices of

8042 Offices of Optometrists

Establishments of licensed practitioners engaged in the practice of optometry.

Optometrists, offices of

8049 Offices of Health Practitioners, Not Elsewhere Classified

Establishments of licensed practitioners engaged in practice in health fields, not elsewhere classified.

Chiropodists, offices of
Christian Science practitioners, offices of
Dieticians, offices of
Midwives, offices of
Naturopaths, offices of
Nurses, registered and practical, offices of
Nutritionists, offices of
Occupational therapists, offices of
Podiatrists, offices of
Physiotherapists, offices of
Psychologists, clinical: offices of
Psychotherapists (not M.D.), offices of

445-987—72——21

Group No. Industry No.

805 NURSING AND PERSONAL CARE FACILITIES

This group includes establishments primarily engaged in providing nursing and health-related personal care, with inpatient beds. Establishments providing diagnostic, surgical and extensive medical services are classified in Group 806.

8051 Skilled Nursing Care Facilities

Establishments primarily engaged in providing care and treatment for patients who require continuous health care, but not hospital services. These establishments have an organized medical staff, including physician and continuous nursing services. Included are extended care facilities as well as other types of continuous nursing care facilities.

Extended care facilities
Nursing homes, skilled

8059 Nursing and Personal Care Facilities, Not Elsewhere Classified

Establishments primarily engaged in providing some nursing and health-related personal care, but not continuous nursing services. These establishments have at least one shift with a licensed or registered nurse to provide routine health care and observation. Included are rest homes, convalescent homes and other institutions where health care is a major element. Establishments primarily engaged in providing day-to-day personal care but not health care by registered or licensed nurses are classified in Industry 8361.

Convalescent homes with health care
Domiciliary care with health care
Homes for retarded with health care
Personal care facilities with health care
Personal care homes with health care
Rest homes with health care

806 HOSPITALS

This group includes establishments primarily engaged in providing diagnostic services, extensive medical treatment including surgical services, and other hospital services, as well as continuous nursing services. These establishments have an organized medical staff, inpatient beds, and equipment and facilities to provide complete health care.

8062 General Medical and Surgical Hospitals

Establishments primarily engaged in providing general medical and surgical services and other hospital services. Specialty hospitals are classified in Industries 8063 and 8069.

General medical and surgical hospitals

8063 Psychiatric Hospitals

Establishments primarily engaged in providing diagnostic medical services and inpatient treatment for the mentally ill.

Mental hospitals
Psychiatric hospitals

8069 Specialty Hospitals, Except Psychiatric

Establishments primarily engaged in providing diagnostic services, treatment and other hospital services for patients with specified types of illnesses, except mental. Psychiatric hospitals are classified in Industry 8063.

Children's hospitals
Chronic disease hospitals
Eye, ear, nose, and throat hospitals
Geriatric hospitals
Hospitals, specialty except psychiatric
Maternity hospitals
Orthopedic hospitals
Tuberculosis hospitals

Group No. | Industry No.

807 MEDICAL AND DENTAL LABORATORIES

8071 Medical Laboratories

Establishments primarily engaged in providing professional analytic or diagnostic services to the medical profession, or to the patient on prescription of a physician.

Bacteriological laboratories (not manufacturing)
Biological laboratories (not manufacturing)
Chemists, biological (not manufacturing), laboratories of
Medical laboratories (clinical)
Pathological laboratories
X-ray laboratories (not manufacturing)

8072 Dental Laboratories

Establishments primarily engaged in making dentures and artificial teeth to order for the dental profession. The manufacture of artificial teeth other than to order is classified in Industry 3843.

Dental laboratories
Dentures, made in dental laboratories to order for the dental profession
Teeth, artificial—made in dental laboratories to order for the profession

808 OUTPATIENT CARE FACILITIES

8081 Outpatient Care Facilities

Establishments primarily engaged in outpatient care with permanent facilities and with medical staff to provide diagnosis, treatment, or both for patients who are ambulatory and do not require inpatient care. Associations or groups formed primarily to provide medical or other health service to their members, and which themselves provide these facilities, are included in this industry.

Family planning clinics
Clinics, not operated by groups of licensed health practitioners
Dental insurance (providing services through own facilities)
Dispensaries, not operated by groups of licensed health practitioners
Group health associations, providing medical services (not insurance) only
Health maintenance organizations (HMO)
Medical insurance (providing services through own facilities)
Outpatient treatment clinics for alcoholism
Outpatient treatment clinics for drugs
Rehabilitation centers, outpatient (medical treatment)
Speech defect clinics

809 HEALTH AND ALLIED SERVICES, NOT ELSEWHERE CLASSIFIED

8091 Health and Allied Services, Not Elsewhere Classified

Establishments primarily engaged in rendering health and allied services, not elsewhere classified. Establishments of registered or practical nurses engaged in the independent practice of their profession are classified in Industry 8049; and nurses' registries in Industry 7361. Establishments, such as Blue Cross and Blue Shield plans, whose members are supplied these services by independent physicians or hospitals under contract are classified in Industry 6324.

Blood banks
Blood donor stations
Medical photography and art
Oxygen tent service
Visiting nurse associations

SIC – Yellow Pages

Worksheet

STANDARD INDUSTRIAL CLASSIFICATION

WORKSHEET

SIC Group _____

Yellow Page Reference _____

Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
Telephone	_____	Telephone	_____
Comment	_____	Comment	_____
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
Telephone	_____	Telephone	_____
Comment	_____	Comment	_____
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
Telephone	_____	Telephone	_____
Comment	_____	Comment	_____
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
Telephone	_____	Telephone	_____
Comment	_____	Comment	_____

Health Facilities

Scheduling Sheet

HEALTH FACILITIES SCHEDULING SHEET

Name of school _____ Address _____

Name of person responsible for program _____ Telephone _____

USOE No.	Program Title	Clinical Facility	Enrollments		Dates, Days, and Time Blocks for each section
			Total	Per/Section	

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Agreement

for

Affiliation

This is a sample document only. Prior to using an agreement of this type, it should have the approval of the County Counsel of the County in which the District is located.

AGREEMENT FOR AFFILIATION

THIS AGREEMENT, made and entered into this _____ day of _____, 19 ____ by and between _____, hereinafter referred to as the AFFILIATE, and the _____ _____, hereinafter referred to as the DISTRICT.

WITNESSETH:

WHEREAS, the AFFILIATE is able to provide the laboratory learning site, and

WHEREAS, the DISTRICT is authorized by law to maintain and does maintain _____ programs,

NOW THEREFORE, IT IS AGREED by and between the parties hereto that in consideration of the learning experience obtained by the students and the work to be performed by the students for the benefit of the AFFILIATE, the AFFILIATE does hereby agree to provide facilities to the DISTRICT for the use of students from the DISTRICT. The term of this agreement shall be from _____, 19 ___ to and including _____, 19___.

Time schedule and use of areas or department will be regulated by the staff of the DISTRICT and with the knowledge and consent of the managing personnel of the AFFILIATE.

The said facilities are described and located at _____ _____

Said facilities must be suitable for conduct of the above named programs, according to the standards of the DISTRICT.

IT IS FURTHER UNDERSTOOD AND AGREED by and between the parties hereto that:

1. The students will be subject to the rules and regulations of the AFFILIATE during the hours they are in its facilities. All students are under the discipline and authority of the staff of the DISTRICT.

2. The students will wear appropriate apparel to designate them as members of the class.

3. All expenses of conducting said class shall be borne by the DISTRICT . The AFFILIATE shall have no obligation under this Agreement except as herein provided.

4. The students of the DISTRICT will have all necessary instructions, tests, and examinations completed before laboratory learning experience begins.

5. The teacher of the DISTRICT will be responsible for all progress reports and the evaluation of students' performances.

6. HOLD HARMLESS AGREEMENT

DISTRICT agrees to and does hereby indemnify and hold the AFFILIATE harmless from and against any and all claims, loss, damage, injury or liability however caused, resulting from, arising out of, or in any way connected with, the work to be performed under this Agreement, whether or not caused or contributed to by the DISTRICT, students participating in laboratory learning experience or by any person employed by the DISTRICT in connection with laboratory learning experience and including injury or death of DISTRICT students and DISTRICT employees, EXCEPT that the provisions of this paragraph shall not apply to loss or liability resulting from the negligence or willful misconduct of the AFFILIATE, its officers, employees, agents or independent contractors directly employed by the AFFILIATE.

7. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

The DISTRICT shall maintain a policy of insurance covering those liabilities as to which the DISTRICT holds the AFFILIATE harmless.

8. Students of the DISTRICT while participating in the program will be considered employees of the DISTRICT for the purpose of receiving worker's compensation coverage.

9. The AFFILIATE agrees that the students engaged in laboratory learning experience pursuant to this Agreement shall not displace any regular employees of the AFFILIATE.

10. This Agreement may be cancelled by serving on the other party a 30 day written notice of such cancellation.

DISTRICT AFFILIATE

By _____ By _____

Letter

of

Invitation

LETTER OF INVITATION

Date

Educational Representative
Blank School District
123 Right-on
Health Occupations, CA 90000

Dear Educational Representative:

The Health School District would like to invite you to attend an informal meeting to discuss Health Education programs in our geographical area. The meeting will be held in our District Board Room, 10 North Street, Health Occupations, California, at 8:30 a.m. on February 1, 1980.

So that we will have a data base to talk from, we have enclosed a form (Health facility scheduling sheet) to be filled out about the Health Education programs which you operate. The form has been designed to do the following:

1. To find out what programs are currently being offered
2. To find out where the programs are offered
3. To find out how many students are involved in current programs
4. To find out what training laboratories are currently used

Please return the form in the enclosed envelope by Tuesday, January 18, 1980, so that the results may be summarized prior to our get together. We are looking forward to working with you in this important matter which concerns us all.

Sincerely,

A. N. Other
Health Educator

Location and Facility

Use Matrix

LOCATION AND FACILITY USE MATRIX

School codes: _____ A _____ B _____ C _____ D _____ E Clinical Facility	USOE Program Title											

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Glossary of Terms

Health Care Abbreviations,

Terms and Trade Acronyms

GLOSSARY OF HEALTH CARE ABBREVIATIONS, TERMS & TRADE ACRONYMS

AHA	American Hospital Association (CHA - Calif. Hospital Association)
AHEC	Area Health Education Center
AMA	American Medical Association
ANA	American Nurse's Association
CETA	Comprehensive Employment & Training Act - Training Act - Federal program to train economically disadvantaged persons for gainful employment
CHDP	Child Health Disability Program
CHP	See subset of HSA
CSD	Community Services Department
DPSS	Dept. of Public Social Service (formerly Welfare Dept.)
ECF/SNF	Extended Care Facility/Skilled Nursing Facility - differing levels of the non unused terms "Nursing Home" or "Convalescent Hospital"
EDD	Economic Development Department - A Public Employment Agency
HMO	Health Maintenance Organization - Form of physician practice and/or health insurance offering a full range of services to an enrolled population in return for an individually prepaid annual sum.
HSA	Health Systems Agency - Federally supported local health facility/services planners. Formerly known as CHP. ---CHP - Comprehensive Health Planning - one of a pair of of agencies (with RMP). ---RMP - Regional Medical Programs - federally supported agency to develop health manpower/education programs - now called AHEC.
JCAH	Joint Commission on Accreditation of Hospitals
PHP	Prepaid Health Plan - Health service and insurance plan/or medical practice mode paid by employee or public entity for a specified target population.

Catchment Area	The geographical region from which a particular program draws the bulk of its users.
Categorical	In health occupations, refers to the most common causes of death/illness - usually refers to heart, cancer and stroke.
RMP	See HSA subset
Voluntary	Tax-exempt corporation - not necessarily involving any persons who are unpaid volunteers

HEALTH MANPOWER

Allied Health	Health care occupations or specified (by licensure or certification) health workers other than physicians, nurses, dentists or podiatrists. No constant meaning sometimes called paramedical.
EMS	Emergency Medical Services
EMT	Emergency Medical Technician - There are currently two levels, I and II, signifying differences in level of training.
FTE	Full Time Employee or Full Time Equivalent - used to describe one person fully employed, or several part-time persons who together are equal to the former
LVN/LPN	Licensed Vocational, or in the East is referred to as Licensed Practical Nurse. Each references one year of training.*
MRL	Medical Records Librarian
MSW	Has two meanings: (1) in medical usage, is Medical Social Worker (2) in social service sectors is Master Social Service
NP	Nurse Practitioner - education beyond RN usually above bachelor's degree, often masters that permits nurses to give primary or family care (includes midwives)
O.T.R.	Registered Occupational Therapist - Therapist works with fine motor control or upper extremities - has no relevance to career training
Paramedical	Those on the health team who are not medical doctors - no constant definition in use
PHN	Public Health Nurse - RN with B.S. plus or including special training
P.A.	Physician's Assistant - certified training to carry out specialized functions under direction of a physician - usually a non-nurse
Physician Extenders	N.P.'s and P.A.'s

*Health Professional Associations License, Certify or Register persons who have satisfactorily completed state or national examinations. The differing terms do not signify a differing level of proficiency, but simply reflect terminology differences among the professional associations.

Postion Authorized/ funded	Listing of staff authorized in a facility not necessarily reflecting intention to hire. Postion funded is more likely to indicate true vacancy. Important in manpower survey work.
R.P.T.	Registered Physical Therapist*
R.N.	Registered nurse - **
SMSA	Standard Metropolitan Statistical Area - economic or demographic geographical division
S.T.	Speech Therapist - Common use includes two categories: Masters Degree Therapist and Doctoral Degree Speech Pathologist.

* Health Professional Associations License, Certify or Register persons who have satisfactorily completed state or national examinations. The differing terms do not signify a differing level of proficiency, but simply reflect terminology differences among the professional associations.

** R.N. See above. Persons completing basic nursing education at 2 yr. A.A. degree, 3 yr. diploma, 4 yr. B.S. are all entitled to examination and licensure as R.N. Some programs of one year also permit LVN's to upgrade to R.N. status.

PROFESSIONAL

CE/CME	Continuing Education/Continuing Medical Education - education to maintain professional skills
Encounter	Significant contact between user and provider of services - used as in contacts with patients or with educational program hours
Epidemiology	Local study of factors adversely affecting health, e.g., food, smog, contagious diseases
Home Health Care	Health Professional delivering services to patients at home, under physicians orders
Primary Care	has two definitions: (1) In relation to facility or office, the term refers to the first contact a patient has with a professional. (2) Professional definition means a nurse or physician who is not a specialist.
Third-Party-Payor	Organization that insures or processes payment of medical bills, for users

HOSPITAL

Ambulatory Care	See out-patient
CCU	Coronary Care Unit - aggregation of patient's needing constant observation and treatment for heart disease
ER	Emergency Room/Dept.
ICDA	International Classification of diseases. Adapted and commonly accepted numerical coding system
ICU	Intensive Care Unit - section of hospital aggregating patients who are critically ill and require constant skilled care (also see RCU)
In-Patient	Patient confined in or admitted to a medical or psychiatric hospital
OPD	Out-Patient Department
Out-Patient or Ambulatory Care	Patient resides outside the hospital, but comes to a medical facility for treatment only
PDR	Physicians Desk Reference - commonly available book of detail information about medications
PSRO	Professional Service Review Organization - a system of peer review for audit and evaluation of professional health care services
RCU	Respiratory Intensive Care Unit
Stat	Immediately
UR	Utilization Review - a system within the hospital to review appropriateness of patients hospital stay